DOCUMENT RESUME

ED 348 968 IR 015 645

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TITLE Macintosh Step by Step: Footsteps To Follow for Learning To Use the Macintosh Computer.
INSTITUTION International Society for Technology in Education, Eugene, OR.
REPORT NO ISBN-1-56484-002-6
PUB DATE 92
NOTE 143p.
PUB TYPE Guides - General (050)

EDRS PRICE MF01 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS Computer Literacy; Computer Software; Guidelines; *Instructional Materials; *Microcomputers
IDENTIFIERS *Apple Macintosh; *Computer Users; Instructions

ABSTRACT

This step by step introductory guide, which is divided into a series of 58 topics that should be familiar to any user of the Macintosh, is intended to aid new users in learning the topics that they will need to know to be successful with the Macintosh. Each topic includes the following: (1) a numbered set of sequential steps to be followed, identified by "footstep" symbols; (2) pictures showing what should be displayed on the Macintosh screen each step of the way; (3) a detailed explanation of each topic; and (4) new vocabulary terms, presented in bold type the first time they are discussed, in the numbered or explanatory text. This guide, which may also be used as a reference book to help users remember the steps of a procedure that they may have forgotten, assumes that they have access to a Macintosh computer. A glossary and an index of terms are included. (ALF)

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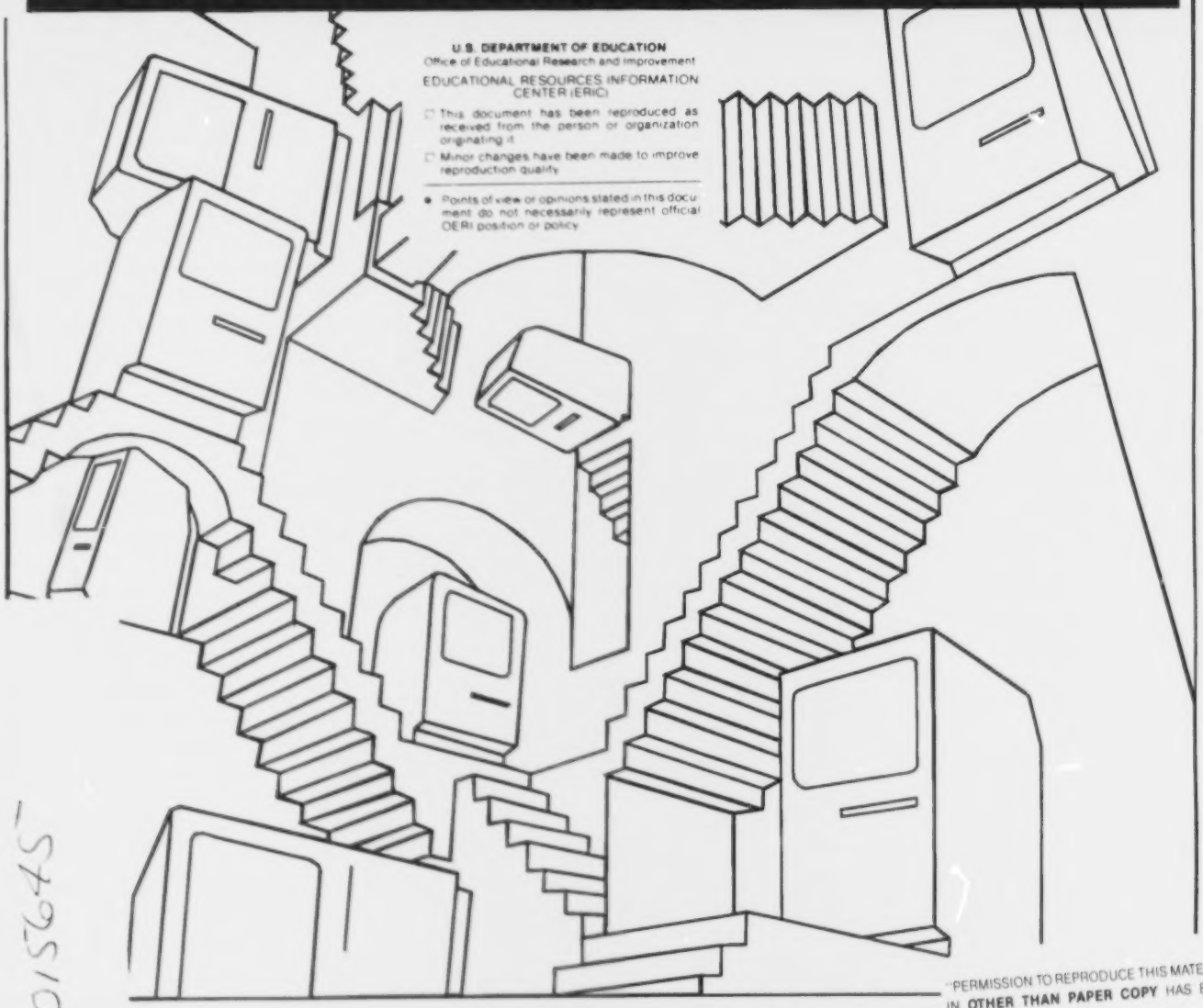
MACINTOSH

STEP BY STEP

Footsteps To Follow For Learning To Use The Macintosh Computer



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© International Society for Technology in Education, 1992
1787 Agate Street, Eugene, Oregon 97403-1923
Order Desk: 800/336-5191
Phone: 503/346-4414
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CompuServe: 70014,2117
Internet: ISTE@Oregon.uoregon.edu

ISBN 1-56484-002-6

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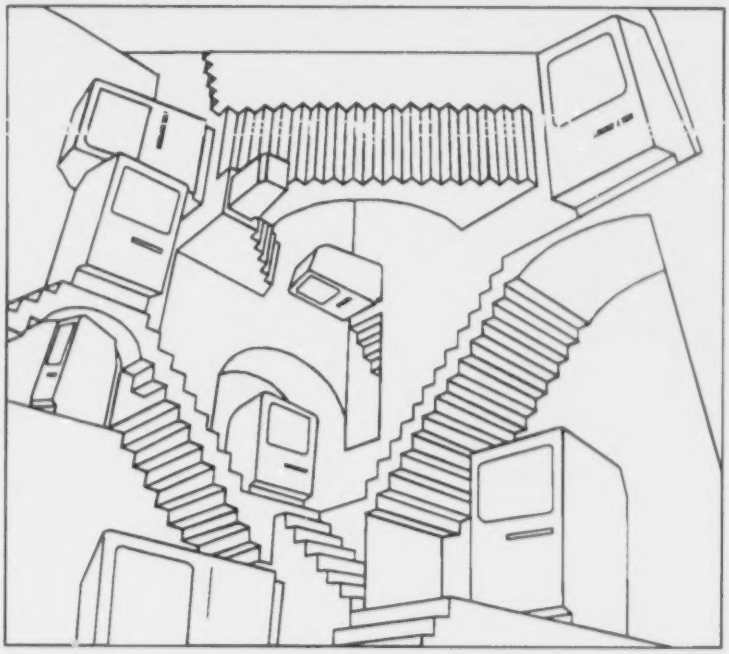

BY DAVID J. PIAZZA

Footsteps To Follow For Learning
To Use The Macintosh Computer

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ISBN 1-56484-002-6

Introduction

The Macintosh revolutionized the way personal computers could be used. Many earlier computer systems required the user to type commands into the system in order to perform an action. The Macintosh allows a computer user to visually see each step that is taken. This is often referred to as a WYSIWIG ("Wi-Z-Wig") "What You See, Is What You Get" environment. The Macintosh provides a Graphical User Interface, GUI ("Gooey"), which hides the operating system that the computer requires in order to function. This interface provides an easy method of choosing commands and working with documents.

The Macintosh is an extremely powerful tool that can be used to help you get your daily tasks done quicker and more efficiently. However, with the use of any computer you need to have some basic skills mastered before you are able to start to use the machine to its potential. The nice part of all of this is that the Macintosh is very easy to use right from the start. Most of the concepts that you learn in this introductory guide will transfer to concepts needed for using advanced application programs.

This step by step guide to the Macintosh is intended to aid you in learning the topics that you will need to know to be successful with the Macintosh. This guide is divided into a series of topics that any user of a Macintosh computer should be familiar with. Each topic includes the following.

1. A numbered set of sequential steps for you to follow. You are able to identify these Step-by-Step procedures by looking for the "footstep" symbol.

2. Pictures showing you what should be displayed on the Macintosh screen each step of the way.

3. Text following the procedures provides a detailed explanation of each topic. Each explanation is preceded by the following symbol.

4. New vocabulary terms presented in bold the first time they are discussed in the numbered or explanation text. It is important for you to become familiar with vocabulary of the Macintosh computer and to use the vocabulary correctly as you work with the computer.

This guide assumes that you have access to a Macintosh computer. You may find it helpful to try each Step-by-Step procedure as you read through this guide. The guide may also be used as a reference book to help you remember the steps of a procedure that you may have forgotten.

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Starting the Macintosh

Macintosh Computer with an Internal Hard Disk

1. Turn the computer on using the power switch on the back of the computer. If your Macintosh computer system does not contain a built-in monitor, turn on the monitor's power switch also.

Macintosh Computer with an External Hard Disk

1. Turn the hard drive on. Let it run for approximately 15 seconds. You should be able to hear the drive come up to speed as well as notice the drive access light flicker on the front of the hard drive. Wait until the light stops flickering.

2. Turn the computer on using the power switch on the back of the computer. If your Macintosh computer system does not contain a built-in monitor, turn on the monitor's power switch also.

Macintosh Computer without a Hard Disk

1. Put your 3-1/2 inch Startup disk into either the internal or external floppy disk drive.

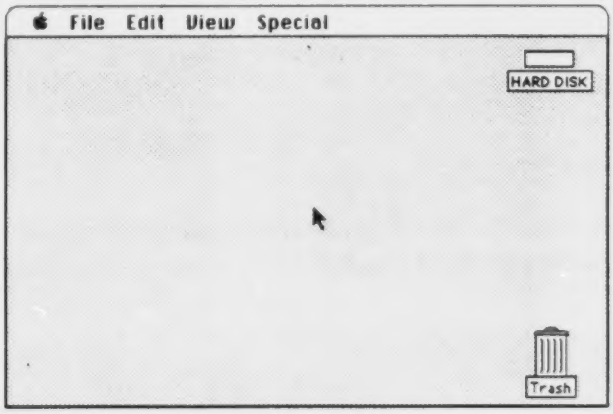
2. Turn the computer on using the power switch on the back of the computer. If your Macintosh computer system does not contain a built-in monitor, turn on the monitor's power switch also.

The Macintosh computer requires three things for it to function. Electricity is required, so the computer must be plugged into power source. It is highly recommended that your computer system be plugged into a surge suppressor to help prevent unstable power from damaging your investment.

A **System file** must be located on the **Startup** disk. This file contains little pieces of information called resources that the computer needs in order to operate. This file is shipped with your Macintosh computer, and it is located in the **System Folder** on your Startup disk. As Apple Computer, Inc. introduces new computer systems or as they make changes to their operating system, it may be necessary to update this System file on each of your Startup disks.

The last thing that the Macintosh requires is a program to run. Since most of us require several different programs to make our daily life more pleasant (word processor, spreadsheet, data base, graphics etc.), we don't want only one program in control. The **Finder** is the Macintosh's way of fulfilling the requirement. The Finder is a desktop that is familiar to most of us. While this program is running, files may be renamed, thrown away, or copied to other disks. The Finder is

somewhat like the graphic interface link between you and the actual commands that the Macintosh requires in order to perform a desired action. When you need to work with a word processing program, the Finder starts the program. As soon as the application (program) terminates, the Finder begins running again.

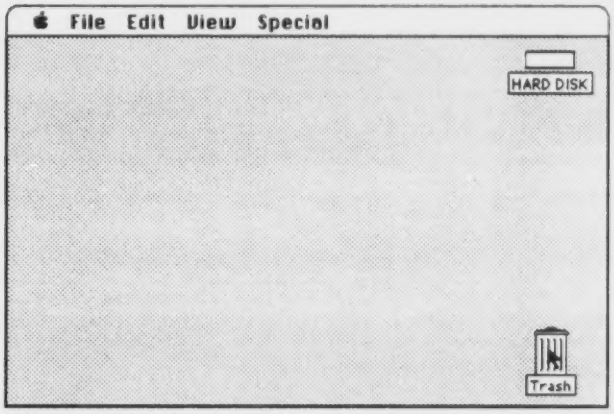


The Macintosh Finder or Desktop.

Moving the Mouse

Hand and Eye Coordination

1. Using either your right or left hand, roll the mouse unit over a flat surface until the Arrow Pointer is over the desired location.



The mouse has been moved so that the Arrow pointer is on the Trash Can.

The Macintosh mouse contains a ball that controls the movement of three sensing devices within it. As you move the mouse in a particular direction, the mouse senses the direction and speed of its movement. On the screen the pointer (often called the cursor) will follow the movements of your hand and the mouse. The shape of the pointer may change as you point to different locations on the Macintosh screen. Usually the pointer will look like a pointing arrow when the Macintosh is waiting for you to select an item. An I-Beam pointer indicates that text can be entered or edited in that location. A Watch pointer is often used to inform you that information is being processed and no further action may be performed during that time. The pointer may take on many other shapes as well.

Arrow Pointer

I-Beam Pointer

Watch Pointer

One dot of the pointer is called the "Hot Spot." This is the actual point of your pointer that will let the Macintosh know where the pointer is currently located on the screen. The Arrow pointer's hot spot is at the very tip of the arrow.

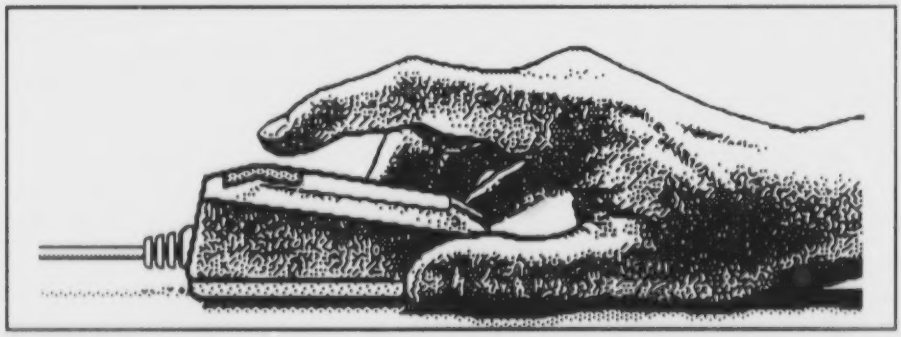
Picking up the mouse from the table surface and moving it to a new location on the table does not affect the placement of the pointer. The pointer only moves as the mouse is rolled over the surface of the table.

A quality mouse pad is recommended for keeping the mouse rolling smoothly. The pad provides the correct amount of friction against the mouse ball in order for the pointer to glide smoothly across the screen.

Clicking the Mouse Button

Point and Click

1. With the mouse at the desired location on the screen press the mouse button down and release it.



Click the mouse button with the index finger of either the right or left hand.

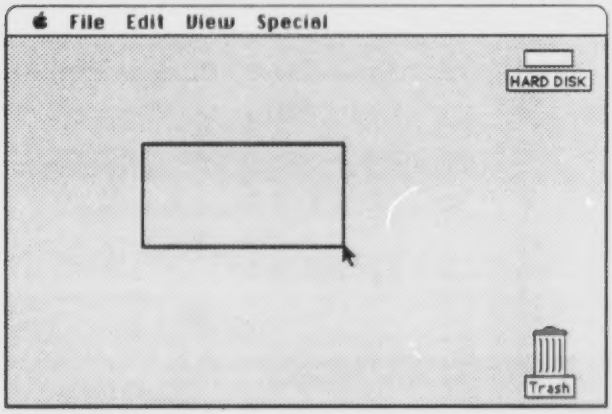
Clicking the mouse button signals the Macintosh that you would like to have some action performed at a particular area on the screen. Usually clicking the button will select or highlight the item at which you are pointing. If the I-Beam pointer is on the screen, clicking the button will place an insertion point (a blinking vertical bar indicating a place in the document where something may be added) at that location.

Dragging the Mouse

Click and Drag

1. With the pointer at the desired location on the screen press the mouse button down and hold it.

2. Move the mouse in any direction with the mouse button still depressed.



Dragging the mouse.

3. When you are at the desired ending position, release the mouse button.

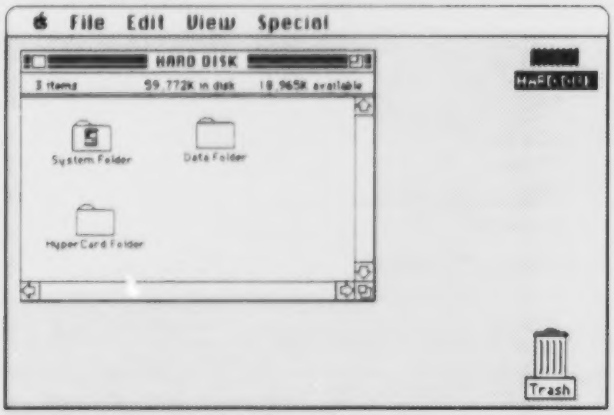
Clicking the mouse button signals the Macintosh that you would like to have some action performed at a particular point on the screen. By holding down on the mouse button, you tell the Macintosh that you are going to perform a **drag operation** starting from that point on the screen. While the Finder is operating, a drag operation boxes in the area on the screen that you've dragged across. In an application program like a word processor, a drag operation highlights a single character or block of text. Something highlighted on the screen is fairly obvious and will be further explained in "Selecting or Highlighting Icons" on page 8.

Double-Clicking the Mouse Button

Point and Double-Click

1. With the mouse at the desired location on the screen press the mouse button twice quickly without moving the mouse.

Double-clicking the mouse button signals the Macintosh that you would like to perform a special action at the location of a certain point on the screen. Double-clicking is used most often when performing an open operation. (See "Opening a Window" later in this guide on page 21.)



Double-clicking on the "Hard Disk" opens a window on the screen.

Double-clicking on a word while using a word processing program may select the entire word. Other actions may occur depending on how the author of your application software has constructed their program.

Double-clicking requires that the mouse remain completely still as the button is pressed, released, pressed again and finally released in a very short period of time. The double-clicking action must be done quickly. However, the rate may be adjusted using the Control Panel Desk Accessory. (See "Using the Control Panel Desk Accessory" later in this text for more information on page 98.)

Icons

At times it will seem that you are lost in an icon jungle, however, an **icon** is just a small graphical representation of something. An icon may look like a disk, if it represents a floppy disk that has been placed into the Macintosh. The Finder displays an icon of a Trash Can. This icon will be used to represent the location to use to throw data away. Icons that look like a file folder are used to organize your electronic filing cabinet.

Floppy Disk

Trash Can

Folder

Every file that is saved on the Macintosh will have an icon. These icons will represent either an application (program) file or a data file. Programmers, that have written an application for the Macintosh, can create whatever icons they wish. Here are a few more common icons.

Hard Disk

Paint Graphic

ImageWriter

LaserWriter

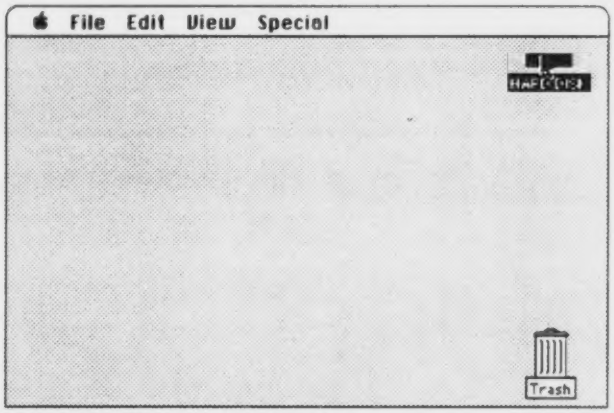
Generic Document

HyperCard Stack

Selecting or Highlighting Icons

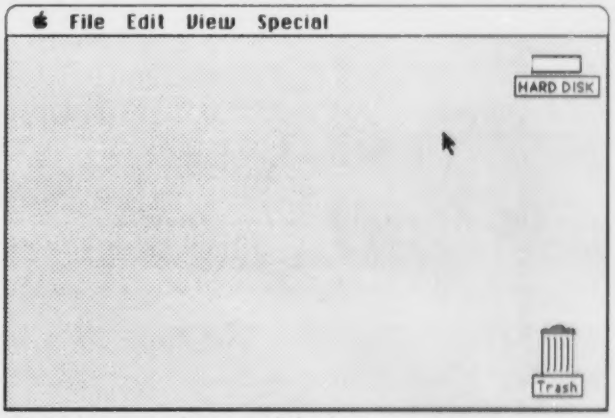
Selecting a Single Icon

1. Place the point of the Arrow pointer over the top of the desired icon.
2. Click the mouse button once.



The Hard Disk icon is selected.

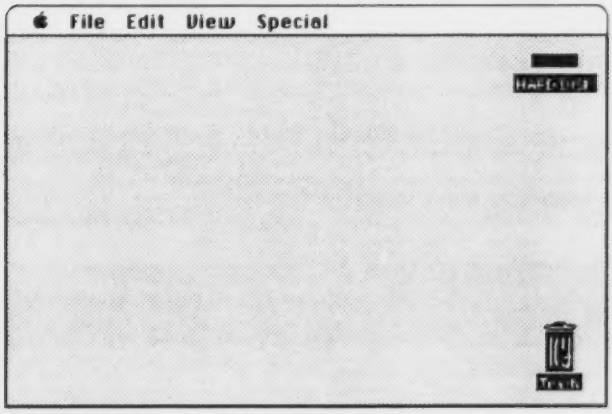
3. Move the Arrow pointer to a blank part of the screen. Click the mouse button to deselect or unhighlight the icon.



Click the mouse button while the Arrow pointer is over a blank part of the screen to deselect or unhighlight an icon.

Selecting More Than One Icon by Shift-Clicking

1. Select an icon.
2. Hold down the Shift key and click the mouse button while the Arrow pointer is over the next icon.

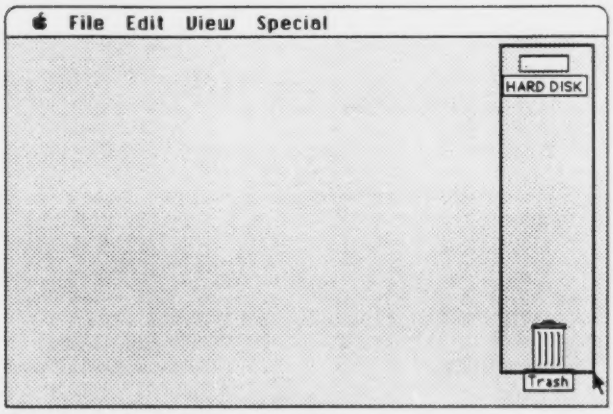


The Hard Disk and Trash icons are selected.

3. Repeat step 2 until all of the icons that you need have been selected.
4. Release the Shift key.
5. Move the Arrow pointer to a blank part of the screen. Click the mouse button to deselect or unhighlight the icon.

Selecting Icons by Dragging

1. Click and hold the mouse button down at the location of the Macintosh screen where you want to begin selecting. You should *not* be over an icon. Your pointer should be up and to the left of the first icon that you wish to select.
2. Drag your mouse down and to the right to create a rectangle around all of the icons you wish to select.



Dragging the mouse to select icons.

3. Release the mouse button.

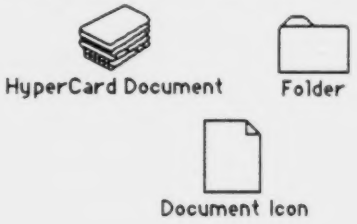
4. Move the Arrow pointer to a blank part of the screen. Click the mouse button to deselect or unhighlight the icon.

To select an icon on the Macintosh screen, you only need to point at it and click the mouse button. By holding down the shift key and clicking on other icons, more than one icon can be selected at a time. While the shift key is down, an icon that was selected by mistake may be deselected by clicking on it again. Using the shift key to add an icon to your selection is referred to as "extending your selection."

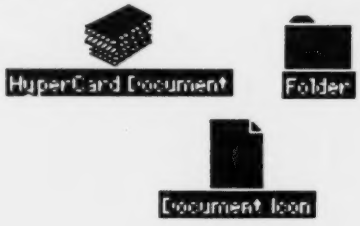
By holding the mouse button down at a location where no icons exist, the Macintosh selects that point as the starting position for an invisible rectangle. The rectangle grows as the mouse is dragged across the Macintosh screen. When the mouse button is released after the drag operation, all items within that rectangle will be selected.

A selected icon should look different than when the icon is not selected. Usually, an unselected icon is white and a selected icon is black. Actually, all of the white dots of the icon will turn black and the black dots will turn white. An unselected icon with a lot of dots filled in, may look like it is selected already. If you are not sure if an icon has been selected or not, click the mouse button while the pointer is over an empty part of the desktop. This will make sure that nothing has been selected. Then click on your icon. The changing of the appearance of the icon is called **highlighting**.

The following are an examples of non-selected and selected icons:



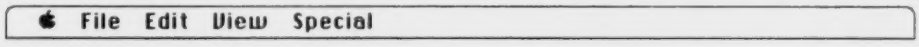
Non-Selected Icons



Selected Icons

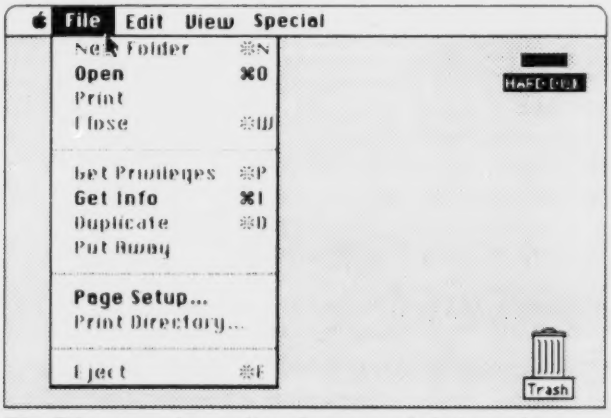
Menu Bar

The Menu Bar is the white strip across the top of the Macintosh screen.



The Finder's menu bar.

A computer application must be told what to do in order for some action to take place. The program accepts a command that you give it, and interprets the command to carry out a certain action such as saving your document on your hard disk. Some computer programs only accept commands that you type on a keyboard. Other programs allow you to choose an acceptable command from a list called a **Menu**. The Macintosh allows you to choose most of its commands from menus. The titles of the menus appear in the menu bar across the top of the Macintosh screen. In order to activate a menu to see the entire list of command choices, the mouse button must be held down while the arrow pointer is pointing at the menu's title. The menus are often referred to as pull-down menus since they pull down from the top of the screen.



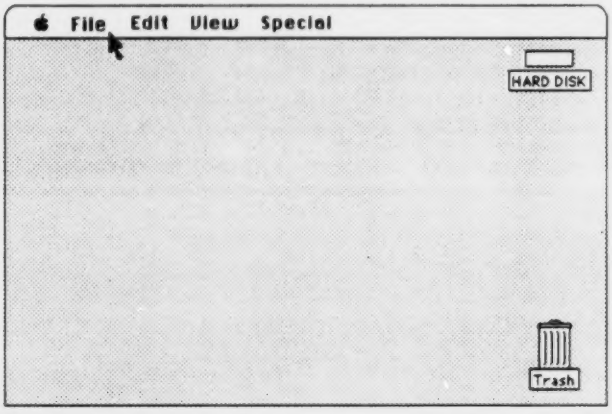
The File menu show a list of command choices when the mouse button is held down while the Arrow pointer is over the menu's title.

Most of the commands that are available to you will be located in the pull down menus of the menu bar. Whenever a command is desired, just choose it from one of the menu lists in the menu bar. Each of the application programs that you will use should have their commands in a menu bar at the top of the screen. Apple Computer, Inc. has set some guidelines for programmers to follow. Therefore, menu choices that are found in almost all programs like, **Open**, **Save**, **Print**, and **Quit** should all be in the same menu titled **File**. This should enable you to quickly begin working with a program that you have never used before.

Choosing a Menu Command

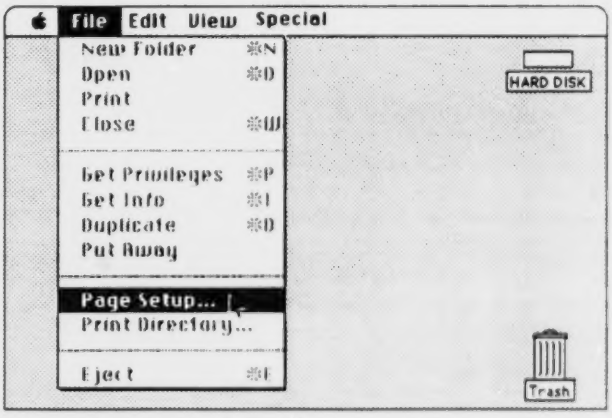
Choosing Commands with the Mouse

1. Point at one of the menus in the menu bar.



Pointing to a menu title.

2. Hold the mouse button down and drag the mouse down until the command that you wish to choose is highlighted.



Choosing a menu command.

3. Release the mouse button.

Choosing Commands with the Keyboard Shortcut

1. Hold the Command key down. (This is the key that looks like a clover leaf. Sometimes an Open-Apple symbol is also on this key). Note: The pull-down menu should not be visible. The mouse does not need to point at the desired menu or command.

Command Symbol

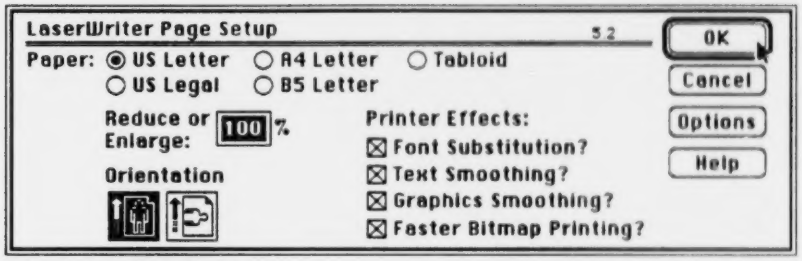
Open Apple Symbol

2. Press the Letter key that corresponds to the menu choice. (This is the letter which is next to the command symbol as shown in the menu).

The command key behaves like a shift key. It must be held down during the time that the letter key is pressed. Once the letter key has been typed, the command key may be released. The letter key that should be typed for a particular command is the one listed to the right side of the command in the menu. As you become more experienced using the Macintosh, you will begin to remember many of the keyboard shortcuts. Some people feel that using the keyboard shortcuts increases their productivity on the computer. They feel that taking their hands off of the keyboard to move the mouse slows them down. This issue is purely a matter of personal choice. It is perfectly acceptable to continue to choose the commands from the menus with the mouse.

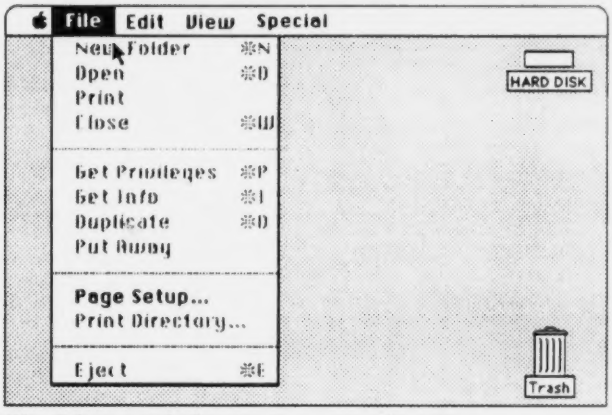
Commands in the menus that are followed by an ellipsis (i.e. **Page Setup...**, or **Print Directory...**) will display a window on the screen requesting more information to be entered before the command can proceed.

An ellipsis indicates that a dialog box will will appear on the screen.

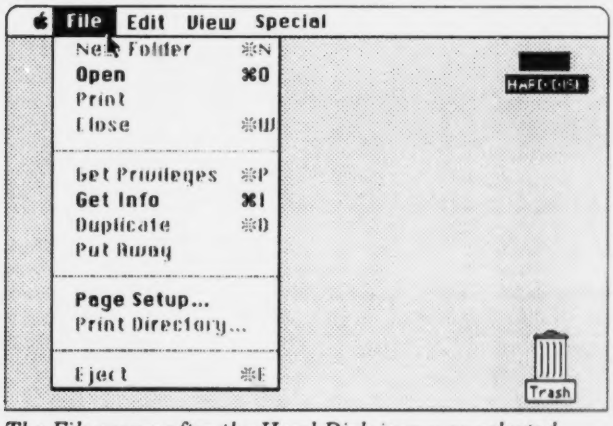


The Page Setup dialog box.

Gray commands cannot be chosen. Some other action must be taken before the commands that are gray may be used. For example, the **Open** command will not be available until an icon has been selected.



The File menu before an icon was selected.



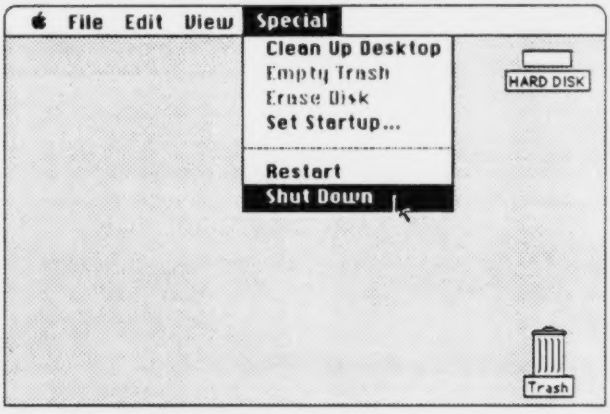
The File menu after the Hard Disk icon was selected.

Quitting a Macintosh Session

Turning Off the Macintosh

1. Quit any application program that you might be in. Be sure to save any changes to the document that you are currently working on. This will return you to the Finder.

2. At the Finder, choose **Shut Down** from the **Special** menu.



Choosing the Shut Down command.

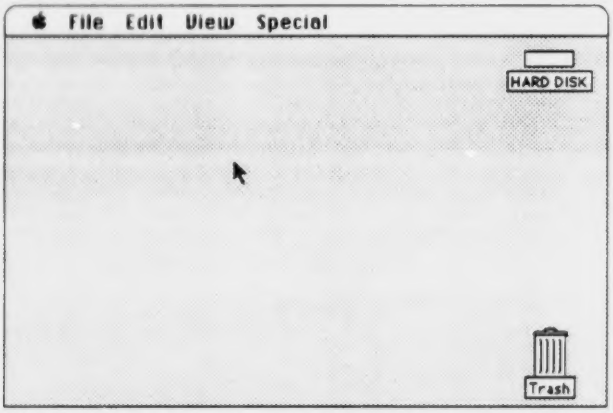
3. Turn the power to the computer off, when the "You may now switch off your Macintosh safely." message comes on to the screen. Newer Macintosh computers such as the Macintosh IIcx, Macintosh IIci, and the Macintosh Portable automatically turn the power off when the **Shut Down** command is chosen so the shut down message will not appear on the screen.

It is not wise to turn the Macintosh off while an application program is currently running. Most Macintosh programs have been created in order to make sure that all of your data has been saved. During the actual shutdown process the Macintosh also does some required housekeeping duties. Turning off the computer before the **Shut Down** command has been chosen may damage data on a hard disk drive.

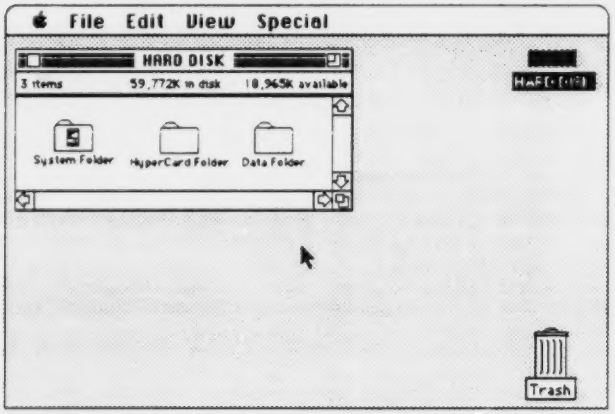
If the computer should stop functioning at any time where you have no control over the keyboard and mouse, you may turn the Macintosh off with the power switch. Any data not saved at that point will most likely be destroyed. Turn the Macintosh back on to restart the machine.

Windows

A **Window** is a display area that appears on the desktop. Windows may contain text, graphics, or both text and graphics. A word processing program's window displays the text of your document. A graphics program displays your artwork in a window. The Finder displays windows that show what has been stored on a particular disk.

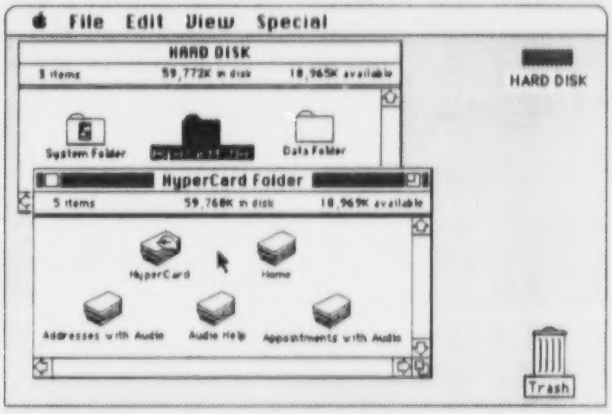


The Finder screen with no windows displayed upon it.



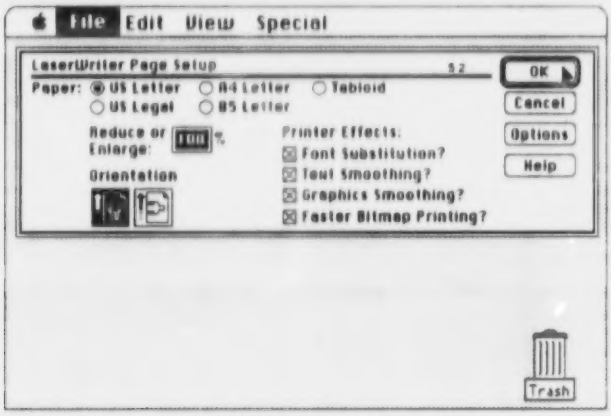
The Finder screen with one window displayed upon it.

Often more than one window will be open on the desktop. This allows you to see more than one thing on the screen at a time. This will also allow you to move items from one location to another. (See "Moving Icons" later in this guide on page 45.)



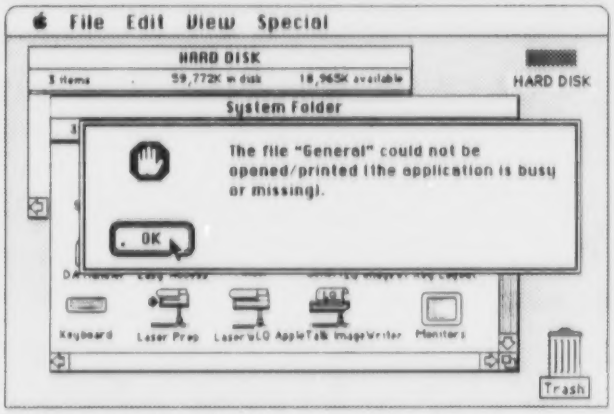
The Finder screen with two windows displayed upon it.

A dialog box is another type of window that allows you to select various options.



The Finder screen is displaying a dialog box.

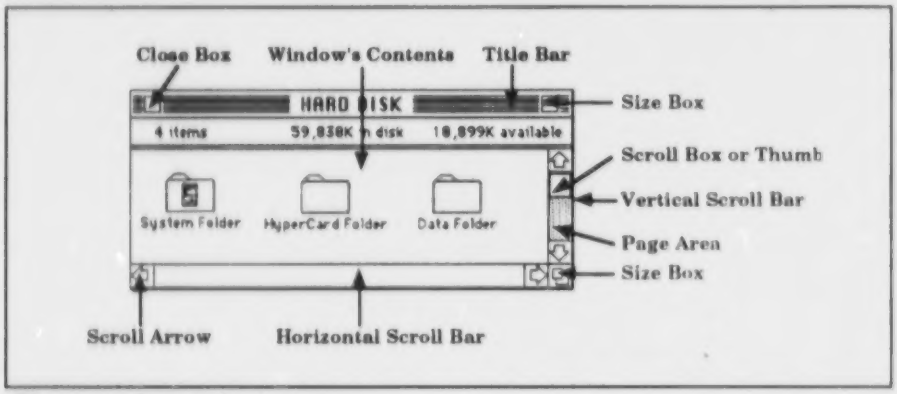
Message windows may appear on the screen, from time to time, as well. The window usually contains an "OK" button that must be clicked to remove the window from the screen.



Message windows display comments to the user.

Parts of a Window

Windows usually only display a portion of some type of information due to the size limitations of a computer screen. Standard windows displayed on the Macintosh screen contain the following parts that allow all of the information in a window to be accessed.



The parts of a standard window.

Close Box—a button that may be clicked on to remove the window from the Macintosh screen. (See "Closing a Window" later in this guide on page 34.)

Horizontal Scroll Bar—allows you to display information that may be hidden from view to the left or right of the information that is currently being displayed. (See "Scrolling Within a Window" for more information on page 27.)

Page Area of a window—the gray portion of a scroll bar. It indicates that more information lies outside of the visible window area. Clicking the mouse in the Page Area causes the window to display another window full of information. (See "Scrolling Within a Window" for additional information on page 27.)

Scroll Arrows—allows you to display additional information that lies outside of the visible portion of the window. Clicking on a scroll arrow scrolls the display a small amount. Holding down the mouse button while pointing at a scroll arrow will continuously scroll the window. (See "Scrolling Within a Window" for more information on page 27.)

Scroll Box or **Thumb**—indicates the relative position of what is currently being displayed in a window to the total body of information that the window is able to display. (See "Scrolling Within a Window" for more information on page 27.)

Size Box—allows the height and width of the window to be changed. The window may be increased or decreased in size. (See "Resizing a Window" later in this guide on page 25.)

Title Bar—is located at the top of a window. It displays the name of the window. A window may be moved to another location of the Macintosh screen by dragging the Title Bar. (See "Moving a Window" on page 30.)

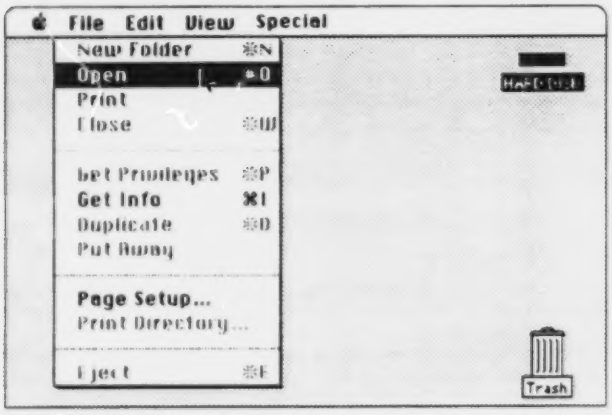
Vertical Scroll Bar—allows you to display information that may be hidden from view to the left or right of the information that is currently being displayed. (See "Scrolling Within a Window" for more information on page 27.)

Window's Contents—the visible area of a window that displays information. By scrolling through the contents different information may be viewed in the window. (See "Scrolling Within a Window" on page 27.)

Opening a Window

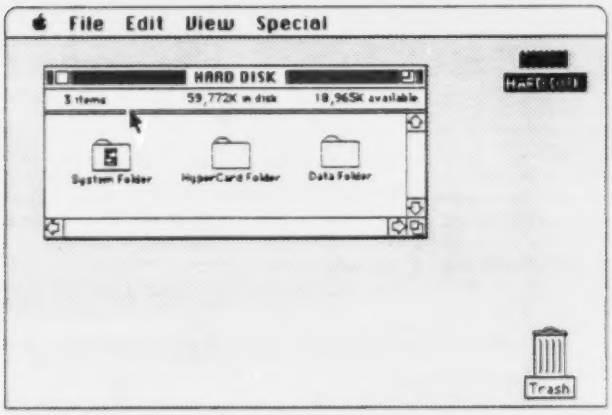
Using the Menu Bar

1. Click on an icon to select it.
2. Choose **Open** from the **File** menu.



Choosing the Open command.

3. The window will appear on the screen.



The Finder screen displaying an open window.

Using the Keyboard Shortcut

1. Click on an icon to select it.
2. Hold down the Command key and press the O key.

Using the Mouse

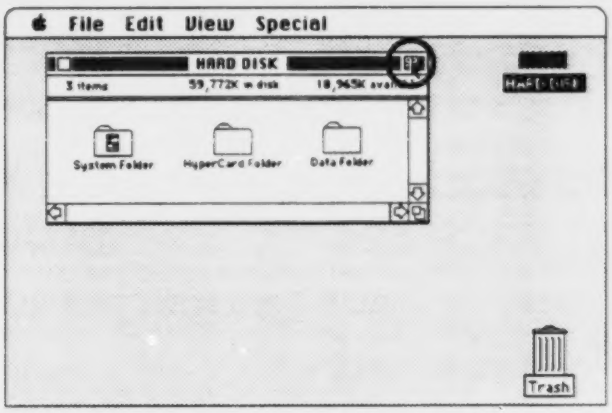
1. Double-click on an icon to select and open it in one action.

In the Finder, the **Open** command in the **File** menu is not active (it is gray) until an icon is selected. Once an icon is highlighted, the **Open** command becomes available to be chosen from the **File** menu. The Macintosh has three ways to open the window associated with an icon. It does not matter which way you choose. A quick way to open more than one icon at a time is to select all the icons you wish to open and then follow one of the procedures listed above to open all the icons at once. Double-clicking the mouse is the fastest and easiest way to open an icon. There will be certain times that you will be required to open something by double-clicking. **Always remember that a Double-Click of the mouse button means to Open and a Single Click of the mouse button means to Select.**

Zoom a Window to Full Size

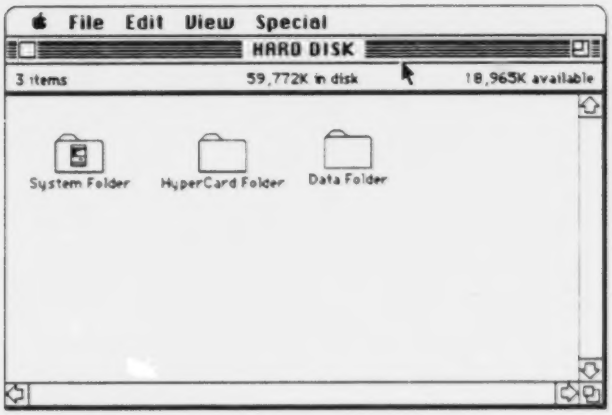
Using a Window's Zoom Box

1. Click the mouse in the **Zoom Box** in the window's title bar.



The Zoom Box is in the upper right corner of the window.

2. The window will expand to the full size of the screen. (In the Finder, the disk and trash icons are not covered, so this is full size, as shown in the following screen shot.)



A full sized window appears on the desktop.

3. Click the mouse in the zoom box a second time to change the window back to its original size.

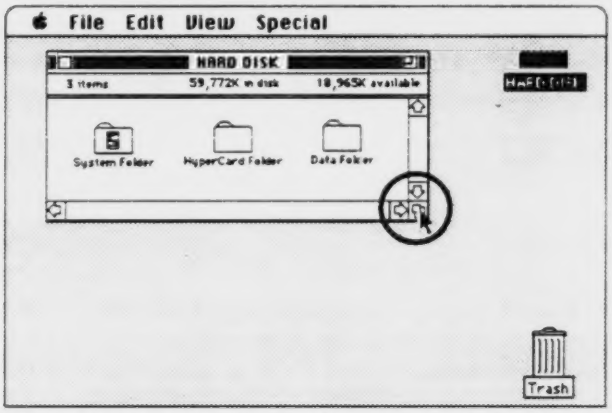
Clicking in the zoom box of a window tells the Macintosh to open the window to its largest size that will fit within the boundaries of the Macintosh screen. A window that is displayed in the Finder will zoom so that its right edge is

approximately 1 inch from the right side of the screen. This allows easy access to the disk and trash icons that would normally be covered if the window were to zoom to the right edge. Most application programs will zoom their document windows to the boundaries of the screen. Clicking in the zoom box a second time will return the window to its original size. After a window that was expanded using the zoom box has been closed, it will return to its original size the next time the window is opened. The change in size is only temporary.

Resizing a Window

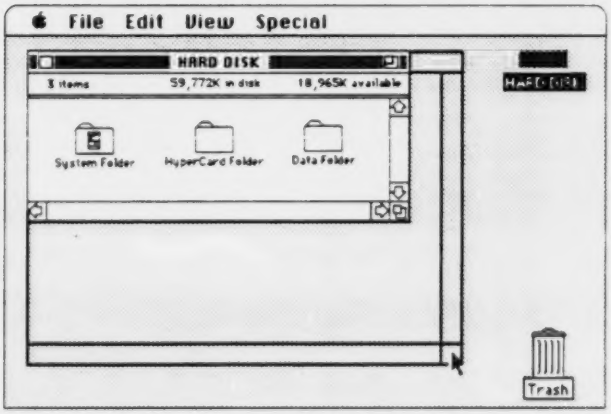
Using a Window's Size Box

1. Click and hold the mouse button down in the window's **Size Box**.



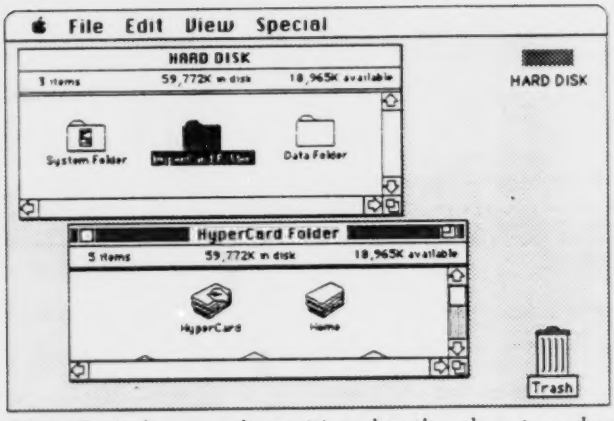
The size box is in the lower right corner of the window.

2. Drag the mouse in any direction to change the size of the window.



Drag the window frame until the desired size is obtained.

By using the size box for a window, you are able to resize a window manually to be any size that you desire. At different times you may need to resize a window in order to see all the icons or items within it. Most applications allow their document windows to be resized in order for you to easily see more than one window on the screen at one time.

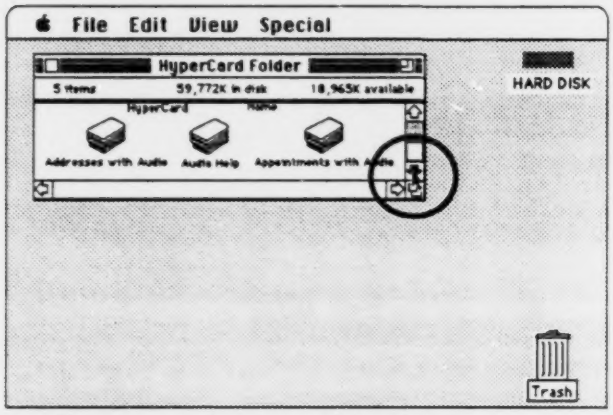


Resized windows can be positioned so they do not overlap.

Scrolling Within a Window

Scrolling a Short Distance

1. Click on one of the four Scroll Arrows to move the view of the window a short distance at a time. You may continue to hold the mouse button down for continuous scrolling in one direction.

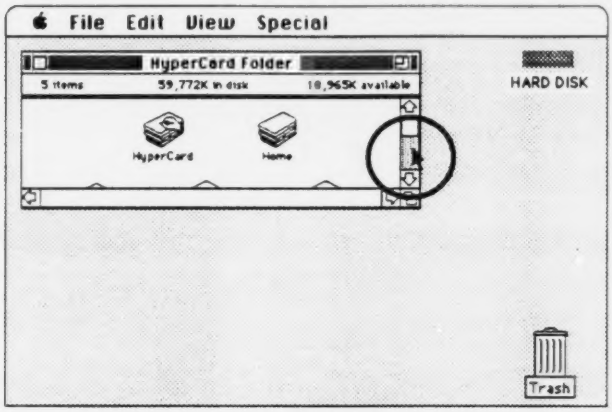


Scrolling down to the bottom of the window using the down scroll arrow.

The scroll arrows may be used to scroll the window in short increments. Usually the view will change, one line per click on the arrow. The amount of scrolling will differ depending on what is displayed in the window.

Scrolling a Window-Full of Information at a Time

1. Click in the Page Area of the scroll bar (the gray part of the scroll bar) to move the view of the window a window-full at a time.



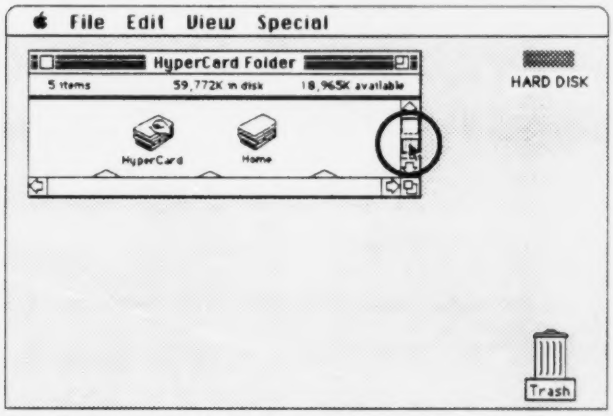
Scrolling down to the bottom of the window using the gray part of the scroll bar called the "Page Area."

The gray page area of a scroll bar allows you to scroll at a faster pace through your window. Each click of the mouse in the page area changes the view a window-full at a time. The amount the view changes depends on the height or width of the window. The window does not scroll an actual printed page at a time. The gray page area will not show (the scroll bar will be white), if no more information is available to scroll to in a particular direction.

Scrolling to a Relative Position Within the Window

1. Hold the mouse button down while the Arrow pointer is pointing to the Scroll Box or Thumb.

2. Drag the scroll box to move the view of the window to a new relative position within the window. Release the mouse button.



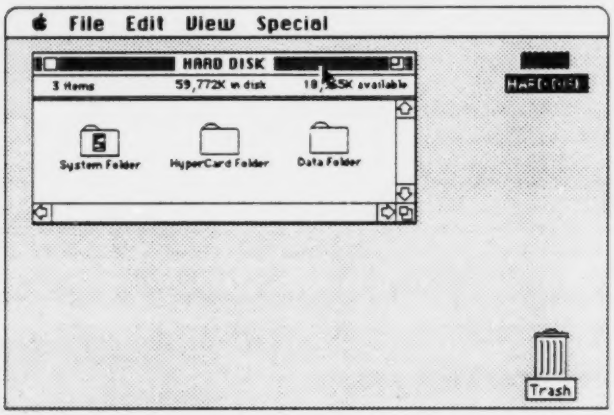
Scrolling down to the bottom of the window using the scroll box.

Using the thumb in the scroll bar is the fastest way to get to a certain location of a window. If you position the thumb at the midpoint of the scroll bar, your relative position in the window would be the halfway point. Consider a 500 page word processing document for a moment. Positioning the thumb at the midpoint of the vertical scroll bar would mean that you were looking at approximately page 250. Similarly, if your document was only 25 pages, moving the thumb to the midpoint would cause you to view approximately page 12-and-a-half. The thumb will not show in the scroll bar, if no more information is available to scroll to in a particular direction.

Moving a Window

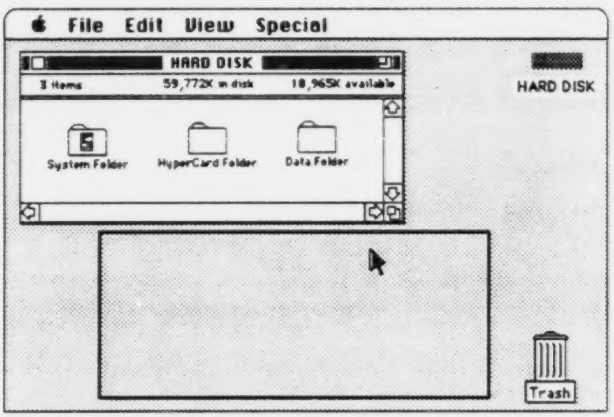
Grabbing the Title Bar

1. Hold the mouse button down in the title bar.



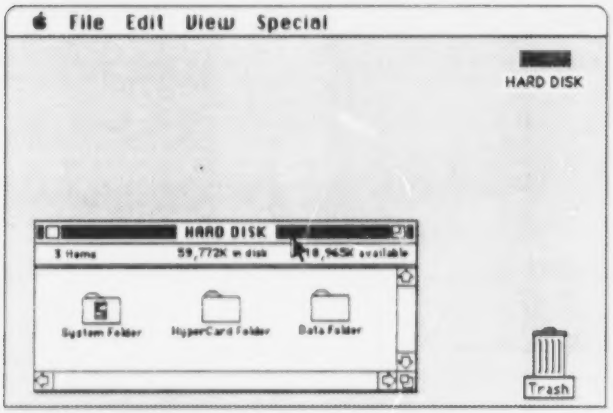
Position the Arrow pointer in the title bar and hold the mouse button down.

2. Drag the window to a new location on the screen.



The window may be moved anywhere on the Macintosh screen.

3. Release the mouse button. The window will appear in the new location.



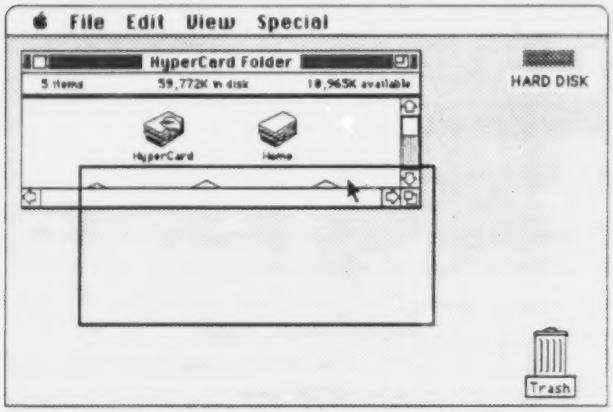
The window was moved to a new location.

The window may be moved to a new location of the screen by dragging the window frame and releasing the mouse when it is at the desired new location. The window may be moved over the top of other objects. It may also be moved so that part of it is off the edge of the Macintosh screen.

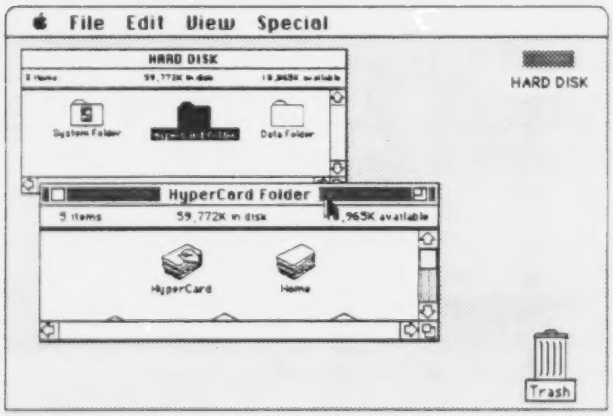
Activating a Window

Clicking on an Inactive Window

1. More than one window must be visible on the screen. If one window overlaps another window, move the top window so that the bottom window is partially visible.

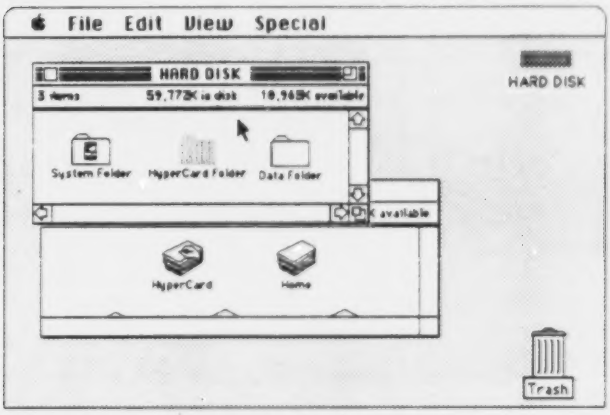


Move the top "active" window out of the way.



An active window with an inactive window visible behind it.

2. Click the mouse button on any part of the inactive window.



The window with the striped title bar is the active window.

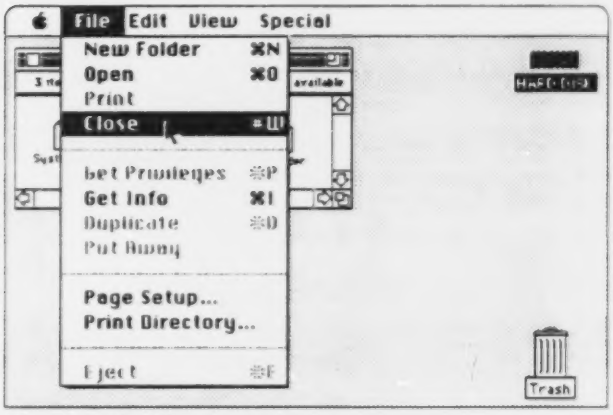
The Macintosh allows you to have many windows open on the screen at any one time. However, it only considers one of these windows the active window. The active window (the one with the striped title bar) is the window you will effect when you choose a command. Usually your inactive windows will be hidden by all or part of the active window so it may be necessary to move the active window to see a portion of the inactive window.

Closing a Window

Choosing the Command from the Menu

1. Make sure the window to be closed is the active window (the window with lines in its title bar).

2. Choose **Close** from the **File** menu.



Choosing the Close command.

Using the Keyboard Shortcut

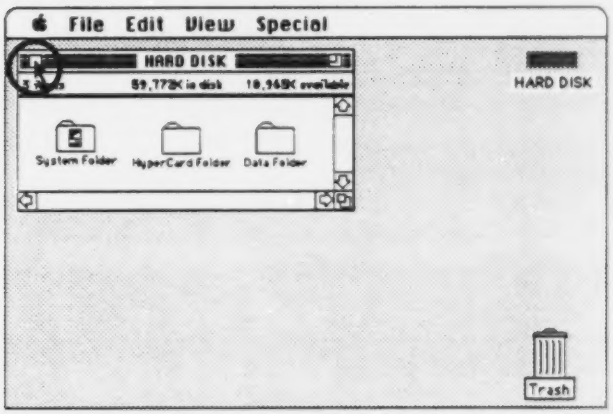
1. Make sure the window to be closed is the active window (the window with lines in its title bar).

2. Hold down the Command key and press the W key.

Clicking the Close Box

1. Make sure the window to be closed is the active window (the window with lines in its title bar).

2. Click the Close Box in the window's title bar.



Click the mouse button on the Close Box in the top left corner of the window.

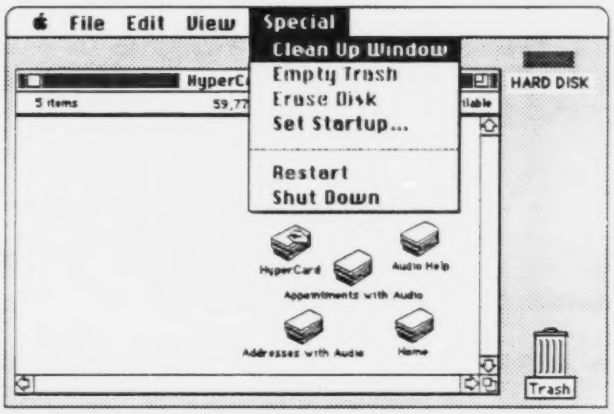
In the Finder, the **Close** command in the **File** menu is not active (it is gray) until a window is open. Once a window is open, the **Close** command becomes available to be chosen from the **File** menu. The Macintosh has three ways to close a window. It does not matter which way you choose. Clicking in the close box is the fastest and easiest way to close a window. A quick way to close *all* of the of the open windows is to hold down on the option key when you click on the active window's close box.

Cleaning Up a Window

Cleaning Up the Entire Window

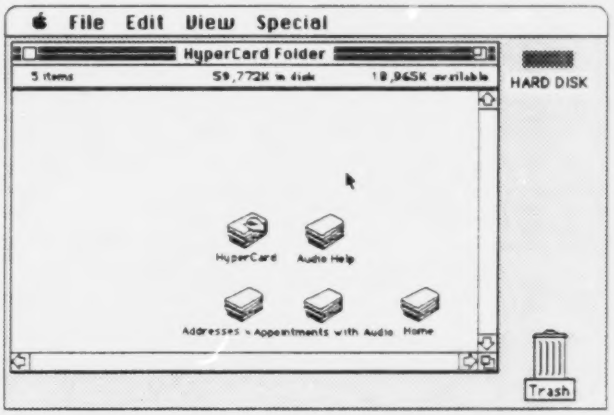
1. Open a window in the Finder. Make sure that *no* icons have been selected.

2. Choose **Clean Up Window** from the **Special** menu.



Choosing the Clean Up Window command.

3. The icons move to line up with an invisible grid in the window.

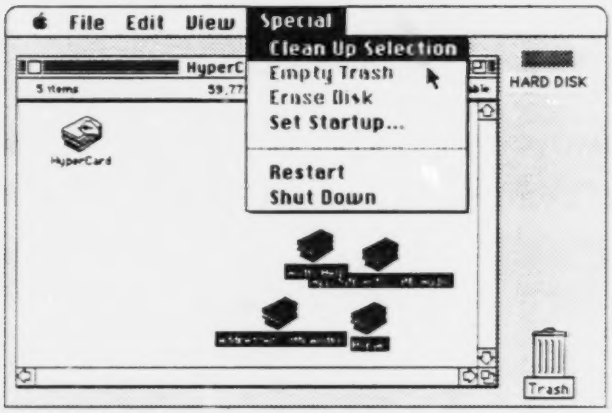


The icons have snapped to the nearest point on an invisible grid.

Cleaning Up Only Selected Icons

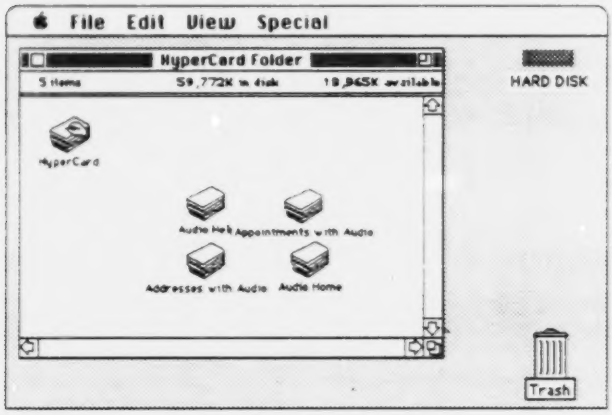
1. Open a window at the Finder. Select the icons that you wish to be cleaned up.

2. Choose **Clean Up Selection** from the **Special** menu.



Choosing the Clean Up Selection command.

3. The icons move to line up with an invisible grid in the window.



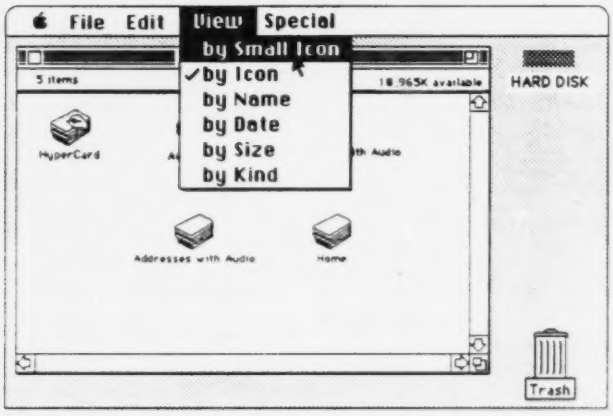
The icons have snapped to the nearest point on an invisible grid.

When the Macintosh "cleans up" a window it will try to align the icons within a window to a grid. If long file names are used, then the window may look more cluttered than before the command was chosen. Use the **Clean Up Window** and **Clean Up Selection** commands first, and then move the icons that need more room around them by dragging them to a new location. (See "Moving Icons" later in this guide on page 45.)

Changing the View of a Window

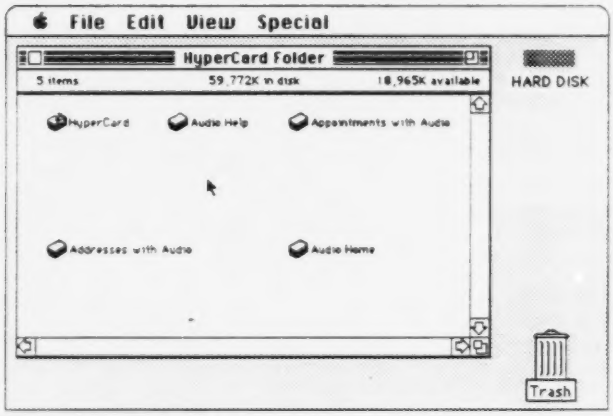
Viewing by Small Icon

1. Choose **by Small Icon** from the **View** menu.



Choosing the View by Small Icon command.

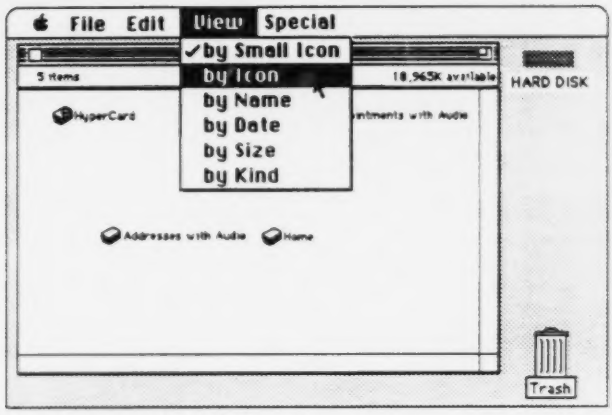
2. The view of the window will change.



The active window's view changes.

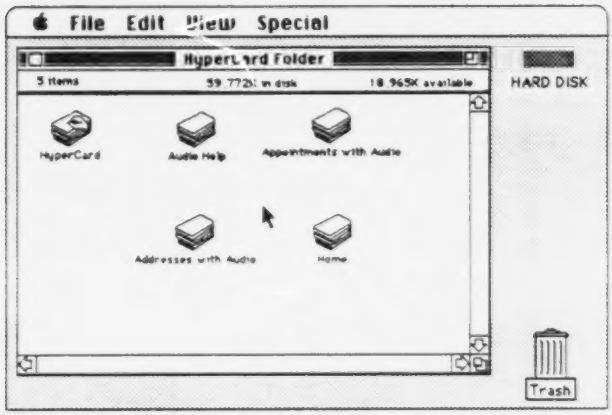
Viewing by Icon

1. Choose **by Icon** from the **View** menu.



Choosing the View by Icon command.

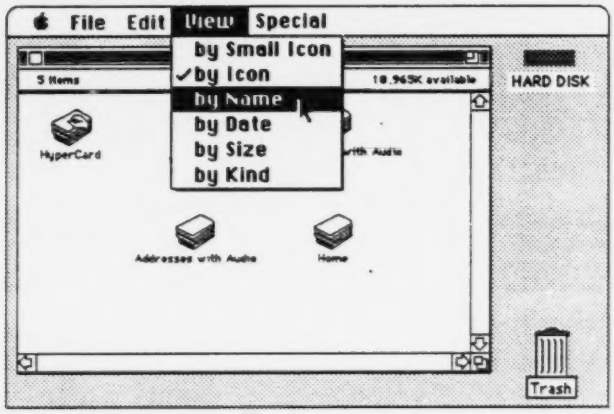
2. The view of the window will change.



The active window's view changes.

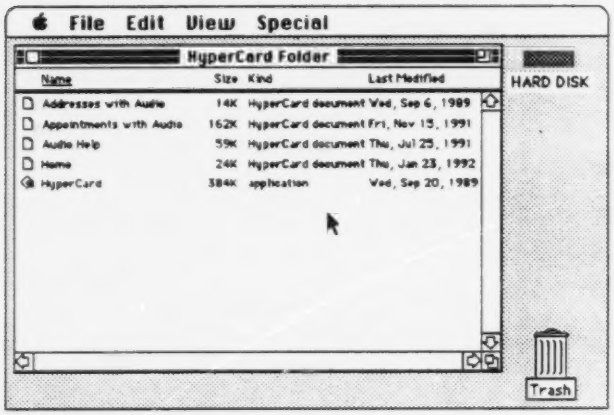
Viewing by Name

1. Choose **by Name** from the **View** menu.



Choosing the View by Name command.

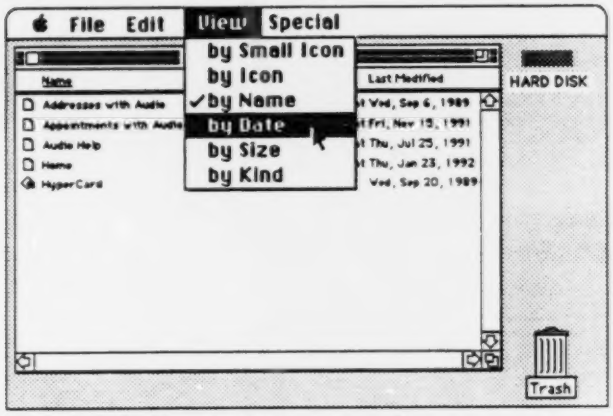
2. The view of the window will change.


File Edit View Special
HyperCard Folder
Name
Size
Kind
Last Modified
Addresses with Audio 14K HyperCard document Wed, Sep 6, 1989
Appointments with Audio 162K HyperCard document Fri, Nov 15, 1991
Audio Help 59K HyperCard document Thu, Jul 25, 1991
Home 24K HyperCard document Thu, Jan 23, 1992
HyperCard 384K application Wed, Sep 20, 1989
HARD DISK
Trash

The active window's view changes.

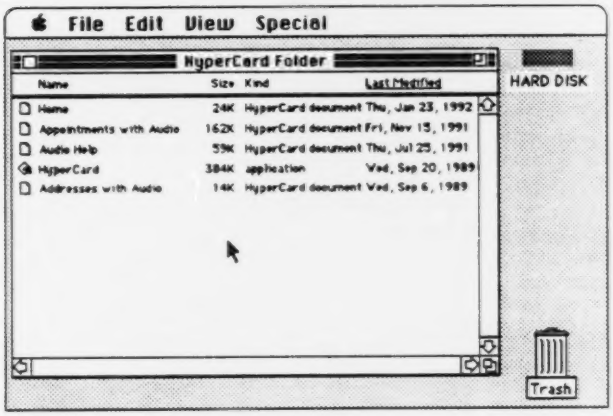
Viewing by Date

1. Choose **by Date** from the **View** menu.



Choosing the View by Date command.

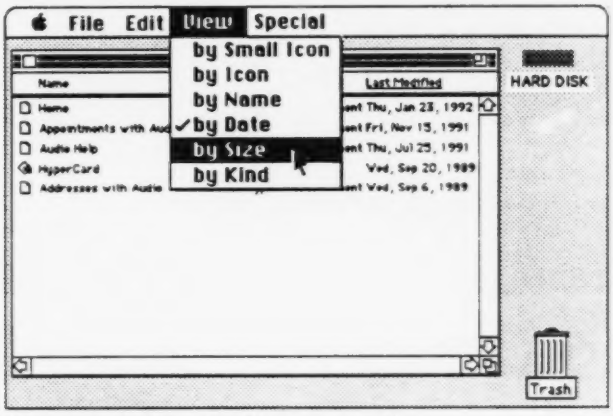
2. The view of the window will change.


File Edit View Special
HyperCard Folder
Name
Size
Kind
Last Modified
Home 24K HyperCard document Thu, Jan 23, 1992
Appointments with Audio 162K HyperCard document Fri, Nov 15, 1991
Audio Help 59K HyperCard document Thu, Jul 25, 1991
HyperCard 384K application Wed, Sep 20, 1989
Addresses with Audio 14K HyperCard document Wed, Sep 6, 1989
HARD DISK
Trash

The active window's view changes.

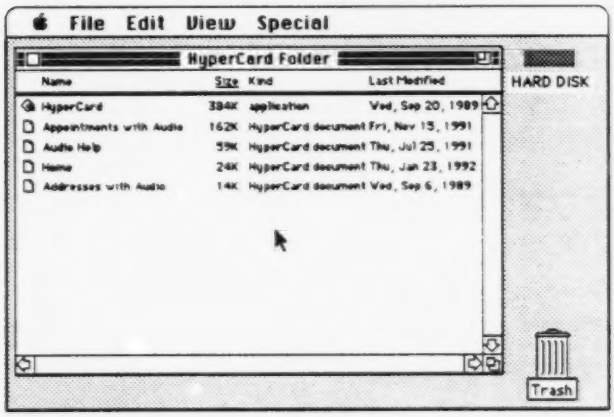
Viewing by Size

1. Choose **by Size** from the **View** menu.



Choosing the View by Size command.

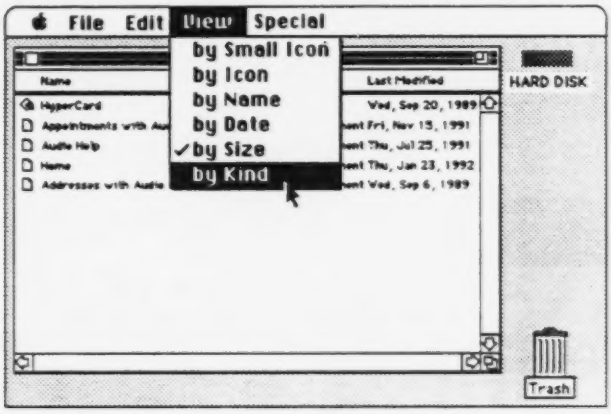
2. The view of the window will change.


File Edit View Special
HyperCard Folder
Name
Size
Kind
Last Modified
HyperCard 384K application Wed, Sep 20, 1989
Appointments with Audio 162K HyperCard document Fri, Nov 15, 1991
Audio Help 59K HyperCard document Thu, Jul 25, 1991
Home 24K HyperCard document Thu, Jan 23, 1992
Addresses with Audio 14K HyperCard document Wed, Sep 6, 1989
HARD DISK
Trash

The active window's view changes.

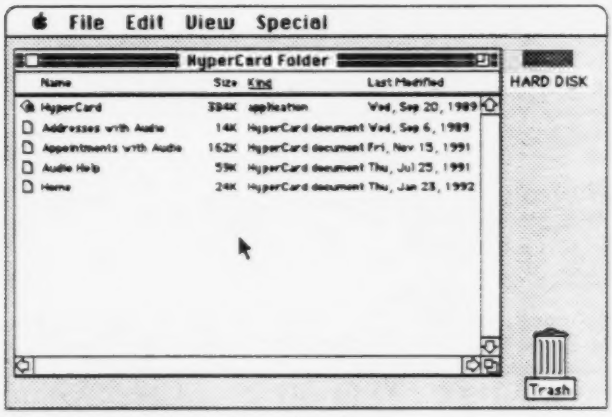
Viewing by Kind

1. Choose **by Kind** from the **View** menu.



Choosing the View by Kind command.

2. The view of the window will change.



The active window's view changes.

The way a window is viewed is a matter of personal preference. Only the active window's view changes.

Viewing by icon or small icon gives you visual clues as to which program created the document. Since most of the applications that are being sold for the Macintosh have different icons, it is a quick way to remember which program the document was created in.

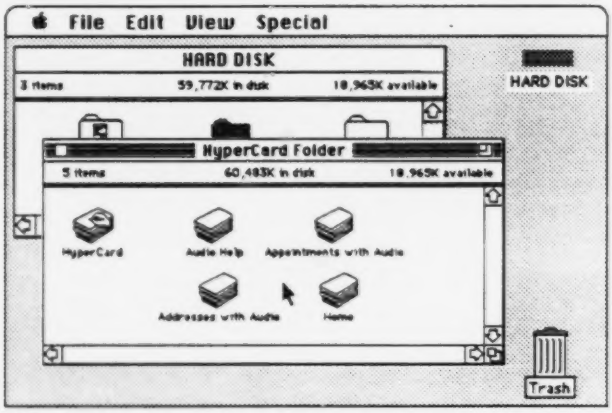
Viewing by name is handy since it produces an alphabetical list. This is useful if you like to keep your documents sorted in alphabetical order.

You may want to view a folder of memos by date, so that the most recent memos are at the top of the list. Viewing by date will sort the list in the window by date and time.

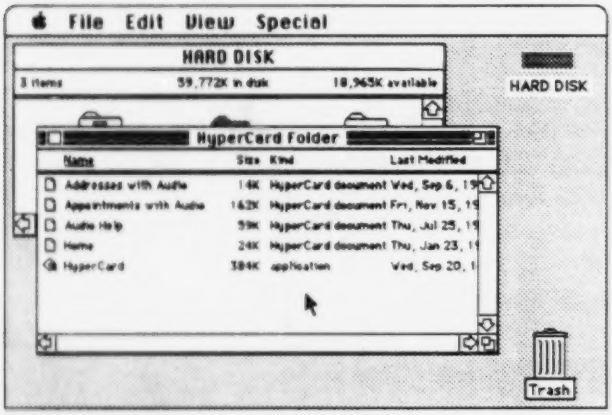
Viewing the window by size will sort the list by the amount of disk space used by the file.

Viewing by kind will place the files into the list sorted alphabetically by the kind of file. Macintosh programs are "applications." Documents created by a program are listed according to the name of their parent program.

It is strongly recommended that the main level of your disk be viewed by icon or small icon. The windows for these two views displays the amount of space left on the disk.



View by Icon shows how much space is left on the disk.

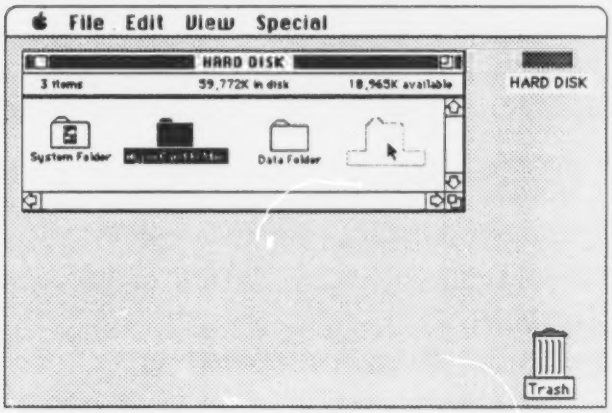


View by name does not display the amount of disk space left. Notice that the inactive window still displays the amount of disk space. This is a convenient way to organize your electronic filing cabinet.

Moving Icons

Dragging Icons Within a Window

1. Hold the mouse button down on an icon.
2. Drag the icon to the desired location.

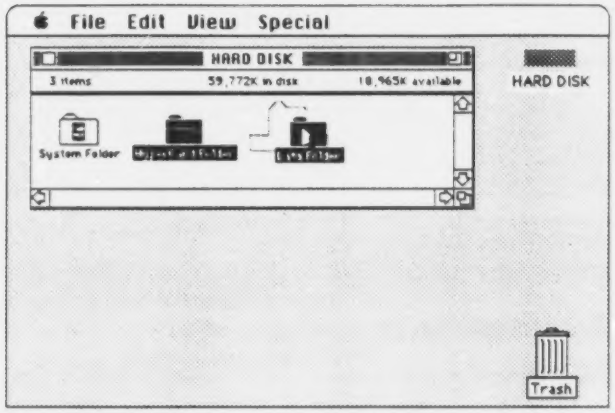


Drag the icon to the desired location of the window.

3. Release the mouse button.

Dragging Icons to Another Folder

1. Hold the mouse button down on an icon.
2. Drag the icon until the Arrow pointer is over the folder and the folder's icon has turned black.

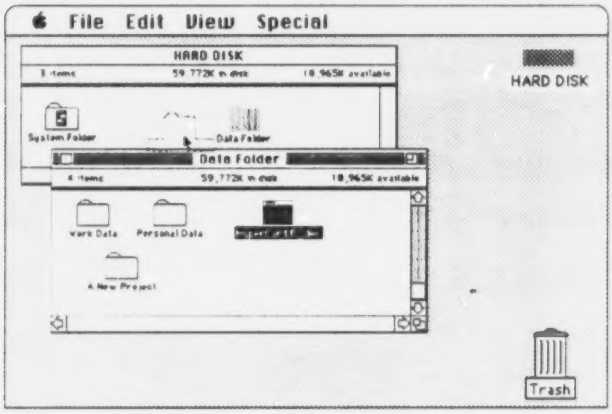


Place a file or a folder within another folder simply by dragging an icon.

3. Release the mouse button.

Dragging Icons Out of a Folder

1. Hold the mouse button down on an icon.
2. Drag the icon out of the folder to another location of the Macintosh screen.

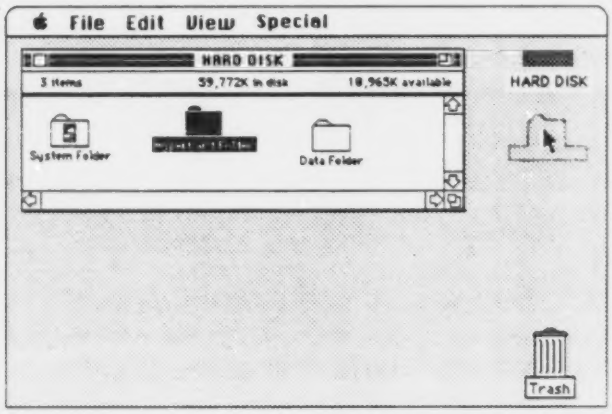


Move an icon out of a folder by dragging it to another window.

3. Release the mouse button.

Dragging Icons Onto the Desktop

1. Hold the mouse button down on an icon.
2. Drag the icon out of the folder and onto the desktop.

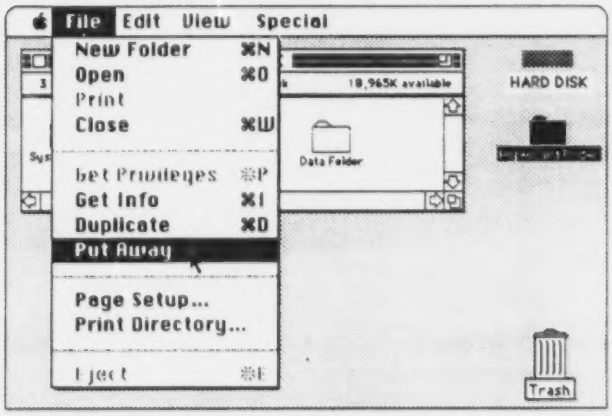


Move an icon onto the desktop by dragging it out of a window and onto the desktop.

3. Release the mouse button.

Putting Away Icons From the Desktop

1. Click on the icon to select it.
2. Choose **Put Away** from the **File** menu.



Icons that have been placed on the desktop may be put away.

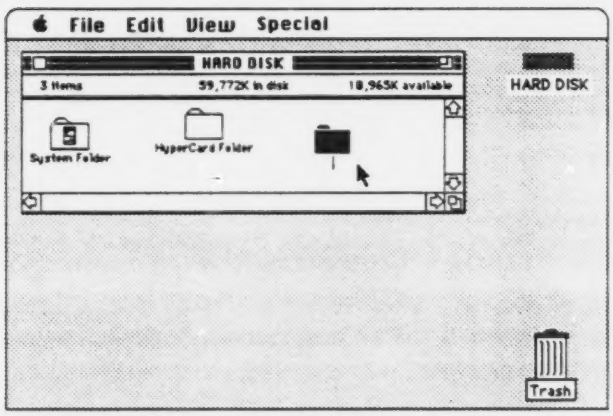
Icons may be positioned anywhere on the Macintosh screen. You may move them around in a window in order to see the names better or just for fun. Usually you will want to move a file such as a memo into a folder name "Memos" so that your windows are not so cluttered. Dragging a file or folder on top of another folder will accomplish this task.

The Put Away command will place an icon located on the desktop back into the folder that the file came from. This can be a very handy command to use during short term projects. A file that is located several folders deep could be put onto the desktop for a few days for ease of access. Then at the end of the project, the file can be placed back to the location that it came from in one easy step.

Renaming an Icon

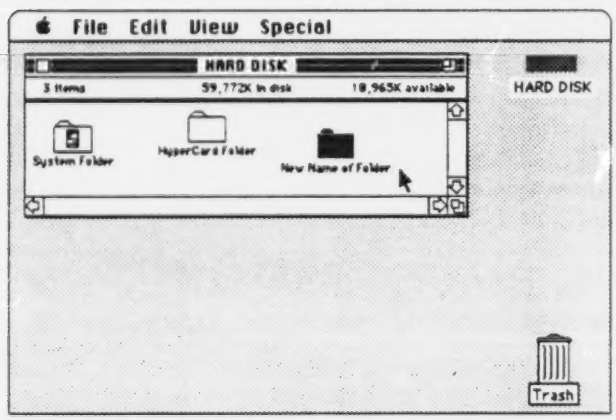
Changing the Entire Name of a File or Folder

1. Click on the icon to be renamed.
2. Press the Backspace or Delete key to delete the existing name or just begin typing your new name.



Press the backspace or delete key to remove the existing file name.

3. Type a new file name.



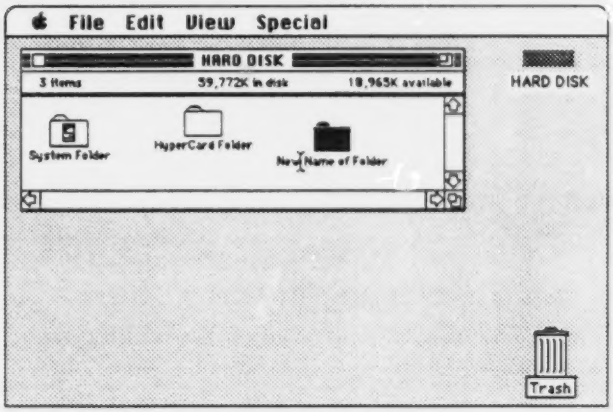
Type the entire new file name.

4. Click anywhere on the Macintosh screen except on the icon you are renaming or press the Return key to enter the name change.

Changing Part of the Name of a File or Folder

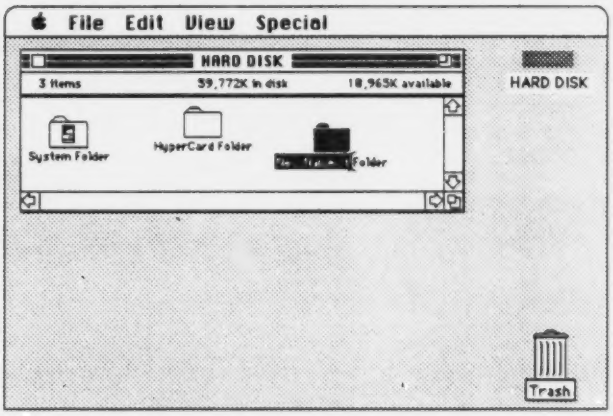
1. Click on the icon to be renamed.

2. Move the mouse so that the pointer is positioned over the file name. The pointer will change from the Arrow to the I-Beam.



Position the I-Beam pointer over the text.

3. Drag the I-Beam pointer over the characters that you want to replace. You may also click between two characters if you want to add a word or letter to the name. Click in front of the first letter of the name to enter text before the name. Click after the last letter of the name to enter text after the name.



Drag over the part of the name that needs to be changed.

4. Type the new text that is to be entered.

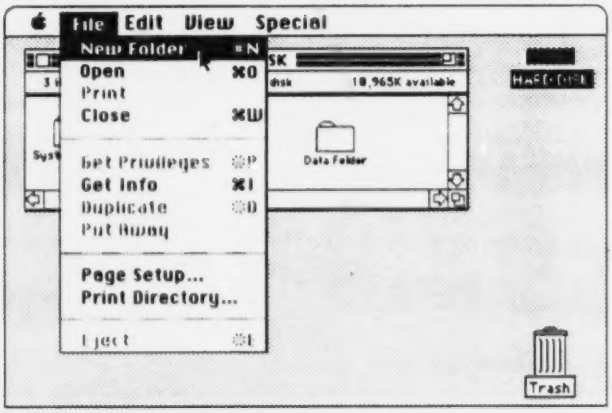
5. Click anywhere on the Macintosh screen except on the icon you are renaming or press the Return key to enter the name change.

The name of an icon is stored in a mini word processing field. By clicking on the icon you can change the name by just typing a new name. If you position the Arrow pointer over the text, the pointer will turn into the I-Beam. By clicking the I-Beam pointer or dragging the I-Beam pointer over the text, you are able to edit the text instead of just replacing all of the text. Double-clicking over a word will select a whole word to be replaced. Names of files on the Macintosh are limited to a maximum of 31 characters. The colon " : " character may not be used in a file name.

Creating a New Folder

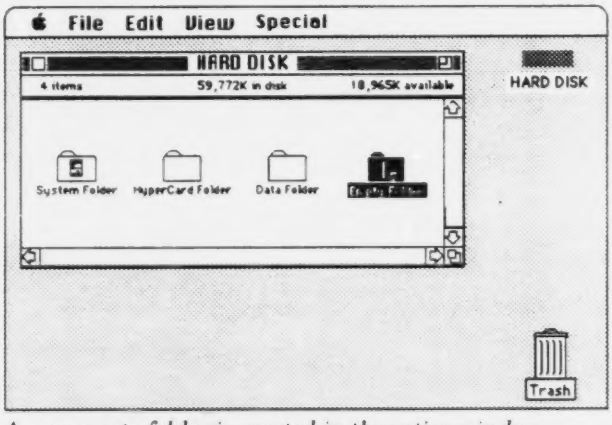
Using the Menu Bar

1. Choose **New Folder** from the **File** menu.



Choosing the New Folder command.

2. A new folder will appear on the desktop named "Empty Folder." Move the folder's icon to a clear area of the window.



A new empty folder is created in the active window.

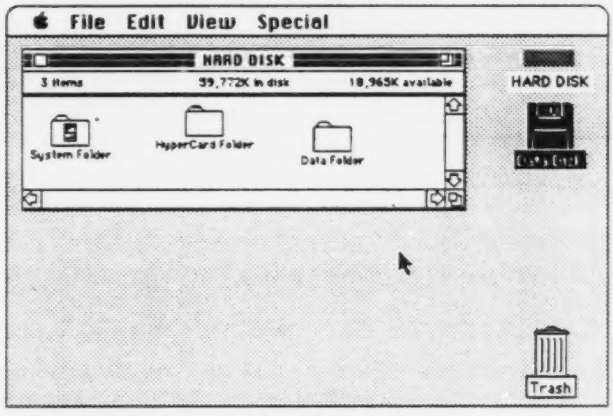
3. Begin typing to rename this folder from "Empty Folder" to the name of your choice.

The **New Folder** command may only be chosen if a window is open on the screen. Folders are created and placed into the active window. You will want to create new folders in order to keep your disks orderly like a filing cabinet. Related files for a certain project should be kept together to make finding them easier.

Inserting a Data Disk into the Macintosh

Using Floppy Disks with the Macintosh

1. Put the Macintosh disk into the disk drive.
2. The disk's icon will appear on the screen.



A floppy disk is mounted and ready for use.

In the Finder, the Macintosh will display the icon of a formatted disk as soon as it is put into the disk drive. If the disk is not a Macintosh formatted disk, the Macintosh will automatically allow you to format the disk to be used or allow you to eject the disk. For the procedure on formatting a disk, please refer to the next topic, "Formatting a Blank Disk."

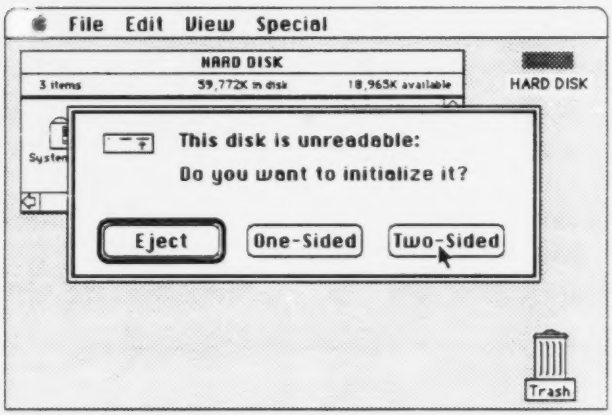
The Macintosh uses 3-1/2 inch disks. These disks are not referred to as "hard disks" even though they are enclosed in a hard shell. The media under the hard shell is the same as the media found in the larger 5-1/4 inch floppy disks. A hard disk specifically refers to an electronic device that stores information on a hard metallic platter.

Formatting a Blank Disk

Initializing a Disk

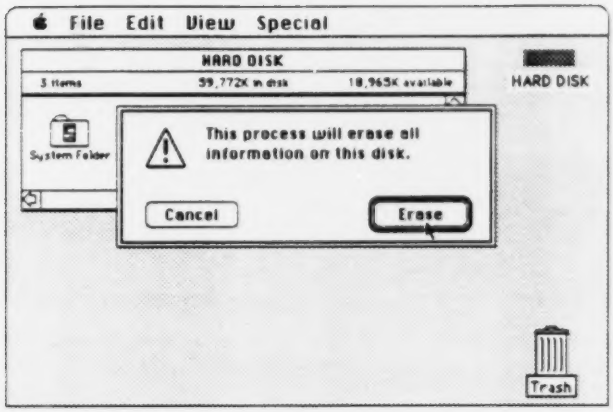
1. Insert a blank disk into a disk drive.

2. The Macintosh needs to know whether the disk should be initialized one-sided, two-sided, or ejected to stop the process. Click the "Two-Sided" button to format an 800K floppy disk. If you inserted a high density disk into the disk drive, "Eject" and "Initialize" buttons would show in this dialog box. You would click the "Initialize" button to start the procedure. (See the discussion at the end of this section page 56 for more information on disk formats.)



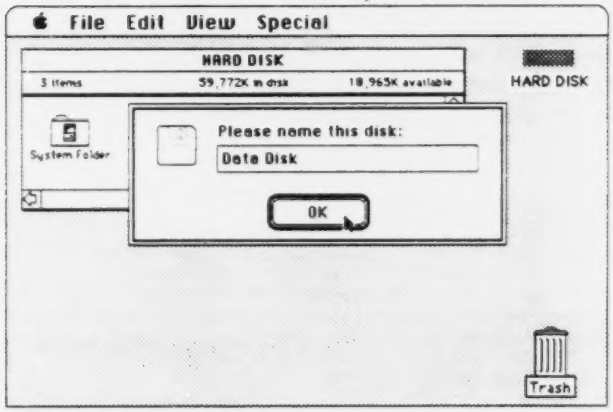
A Non-Macintosh disk must be initialized or formatted before it may be used.

3. The Macintosh will then verify that you wish to have the disk completely erased and formatted.



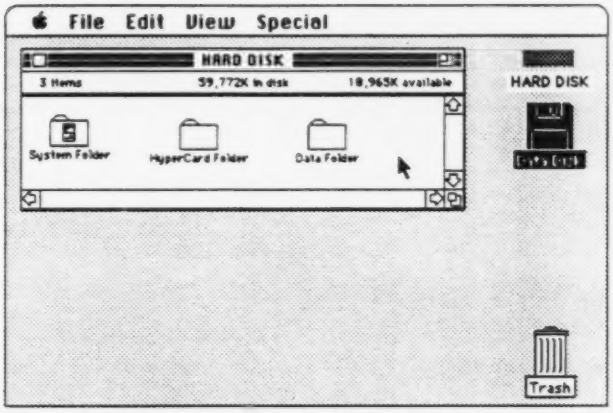
Just to be sure!

4. Type a name for the new disk. Click the "OK" button.



Type a name for the disk.

5. When the formatting procedure is complete, the disk's icon will appear on the screen.



A floppy disk that is ready for use.

Computers require that the disks on which they store information are set up a certain way. The formatting process puts the required information on the disk before you are able to store information on the disk. Old style Macintosh computers, those before the Macintosh Plus, had a disk drive that could only read and write on one side of the disk. Systems since the Macintosh Plus have disk drives that read and write data on both sides of disk. You should choose two-sided for disks that will be used only on a Macintosh Plus or newer system.

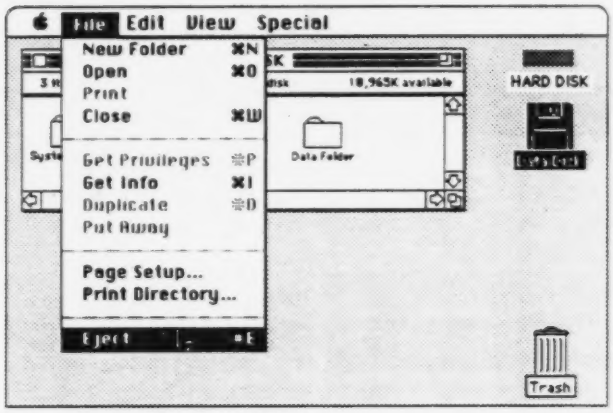
The original Macintosh computers used disks that could hold 400K (K=1,024) characters of information. These disks were referred to as single-sided disks. Double-sided disks may be used on the Macintosh Plus or newer models. These disks store information on both sides of a disk so they will hold 800K characters of information. Most of the newer Macintosh computers contain a SuperDrive or a High Density drive. These computers will also accept High Density disks which will hold 1.4 MBs (MB=1,024 x 1,024 or 1,048,576) of information. These disks are still 3-1/2 inch disks, but they are specially designed to hold the additional information. High Density disks will be labeled with the letters HD. Make sure you know what type of disks you need for your computer. **Never try to format an 800K disk to be a high density disk. Never try to format a high density disk to be "Two sided" or 800K. Do not use high density disks in a Macintosh that does not have a High Density disk drive.**

Ejecting a Disk from the Macintosh

Using the Menu Bar

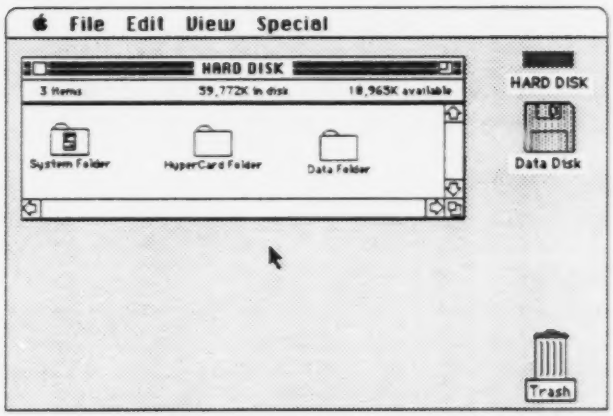
1. Click on a **disk** icon to select it.

2. Choose **Eject** from the **File** menu.



Choosing the Eject command.

3. The disk will be ejected from the computer. A ghost image of the disk will remain on the screen.



The "Data Disk" has been ejected from the Macintosh.

The image of the disk remains on the Macintosh screen. This allows the computer to know that the disk is a valid place to store or retrieve data from it. When the Macintosh needs to read data from or write data to the actual disk, it will ask that the disk be placed into the disk drive. A Macintosh computer with only one

disk drive is able to duplicate a disk because of this feature. (See "Copying Everything on a Disk" later in this guide on page 63.)

Using the Keyboard Shortcut

1. Click on a disk icon to select it.
2. Hold down the Command key and press the E key.
3. The disk will be ejected from the computer. A ghost image of the disk will remain on the screen.

The selected disk will be removed from the disk drive, but an image of the disk will remain on the screen.

Ejecting the Disk from the Internal Drive

1. Hold down the Command and Shift keys and press the 1 key to eject the disk in the internal disk drive.
2. The disk will be ejected from the computer. A ghost image of the disk will remain on the screen.

An internal disk drive is built directly into the Macintosh computer. This procedure will remove the disk from the internal disk drive, but an image of the disk will remain on the screen. Computer systems with two internal floppy disk drives consider the bottom disk drive to be the internal disk drive unit. The top disk drive is considered to be an external disk drive unit.

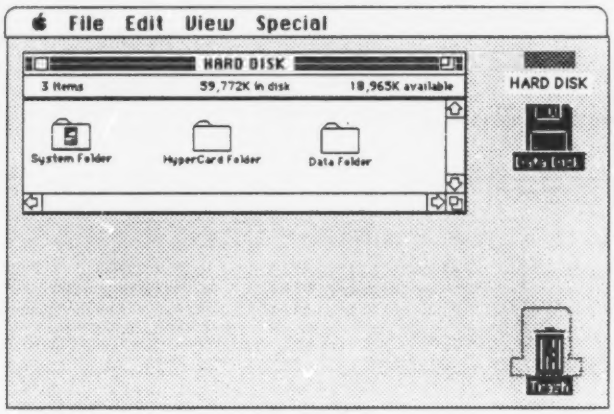
Ejecting the Disk from the External Drive

1. Hold down the Command and Shift keys and press the 2 key to eject the disk in the external disk drive.
2. The disk will be ejected from the computer. A ghost image of the disk will remain on the screen.

An external disk drive is not built directly into the Macintosh computer. It is hooked to the disk drive port on the back of the Macintosh by a cable. This procedure will remove the disk from the external disk drive, but an image of the disk will remain on the screen. Computer systems with two internal floppy disk drives consider the bottom disk drive to be the internal disk drive unit. The top disk drive is considered to be an external disk drive unit.

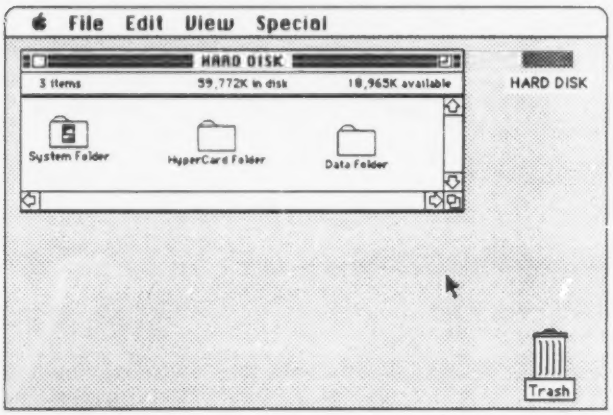
Dragging a Disk Icon to the Trash

1. Drag the disk's icon to the Trash Can.



Drag the disk's icon to the trash can.

2. The disk will be ejected from the computer. No ghost image of the disk will remain on the screen.



The floppy disk is no longer mounted.

This is the preferred method of removing a disk from the Macintosh when you no longer need to work with it during the session. Dragging the disk's icon to the trash does not erase the disk as you might think it would. The disk is ejected from the disk drive and its icon is removed from the screen.

Ejecting Disks at the End of a Macintosh Session

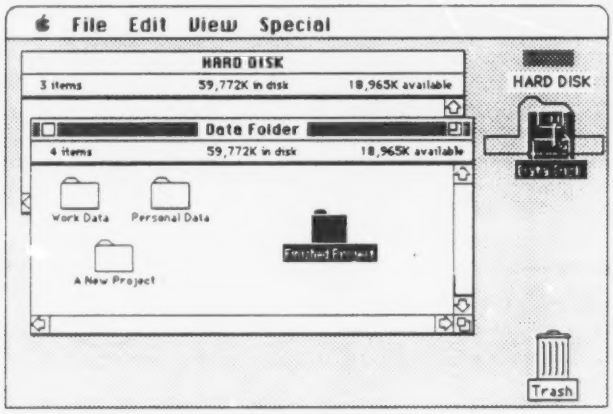
1. Choose **Shutdown** from the **Special** menu
2. All floppy disks will be ejected and the Macintosh will shut down.

One of the housekeeping duties that the Macintosh performs during its shutdown procedure is to eject all floppy disks from any attached disk drive units. It is not necessary to use one of the other methods of ejecting the disk prior to using the shutdown command. (See the section "Quitting a Macintosh Session" on page 15 earlier in this guide for more information on ending a Macintosh session.)

Copying Files or Folders to a Different Disk

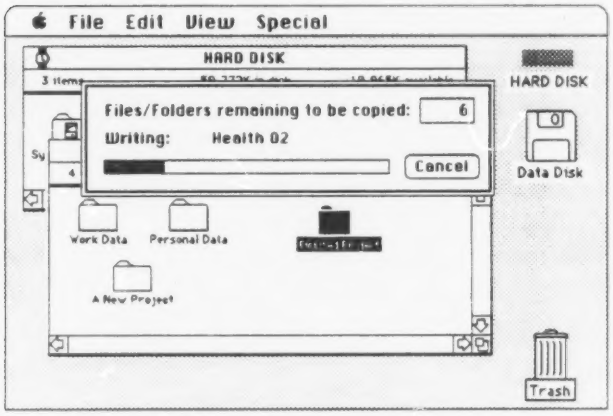
Copying One File or an Entire Folder

1. Drag the file or folder's icon from the window of one disk to the icon or window of another disk.



Dragging the "Finished Project" folder from the hard disk to the floppy disk.

2. Release the mouse button and the copy procedure will start.



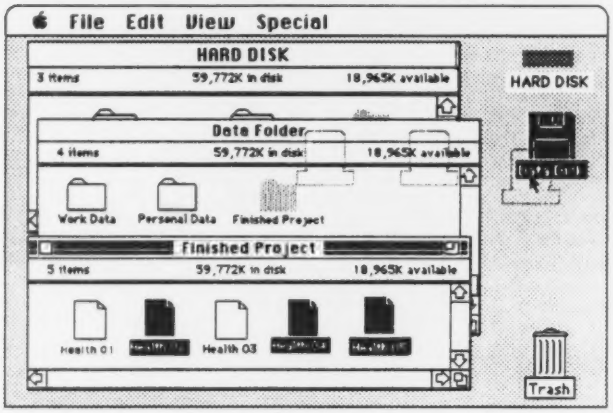
The Macintosh will perform the copy sequence.

Copying files on the Macintosh is as easy as moving them from one disk to another. The Macintosh knows to leave the original in its place and to make a duplicate on the other disk.

Copying More Than One File or Folder

1. Select more than one icon. (See "Selecting More Than One Icon by Shift-Clicking" on page 9.)

2. Drag one of the files' or folders' icon from the window of one disk to the disk icon or window of another disk.



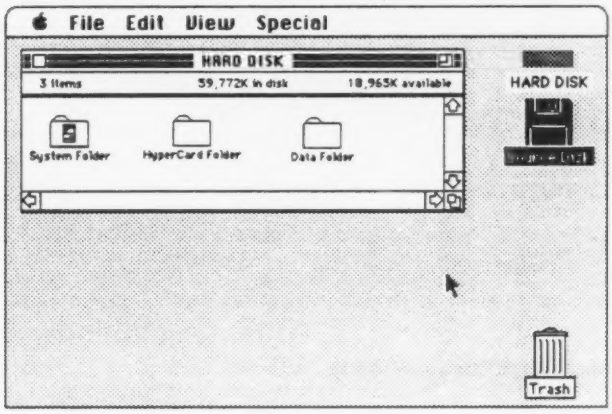
Dragging three files to be copied.

3. Release the mouse button and the copy procedure will start.

If you need to copy more than one file from a disk, select all of the desired files first and then move one of them to the destination disk. All of the selected items will be copied to the disk. This procedure is faster than copying each file individually.

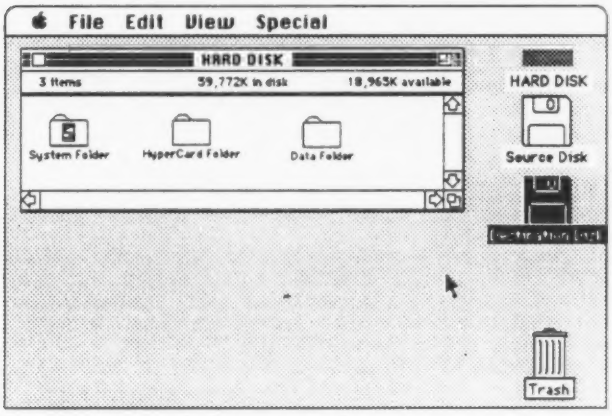
Copying with Two Disk Drives

1. Insert the original source disk into one of the disk drives.



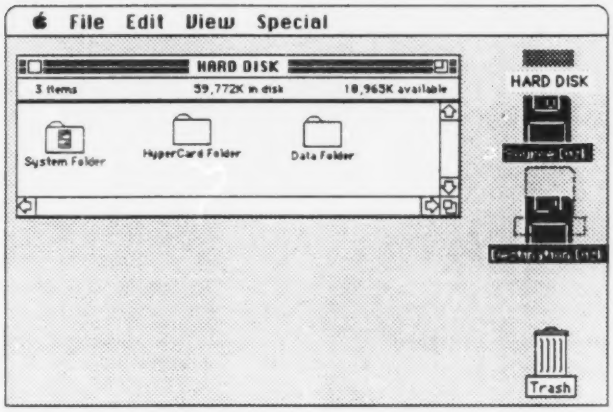
The source disk is mounted.

2. Insert the destination disk into the other disk drive. Follow the initialization procedure, if the disk is a new unformatted disk.



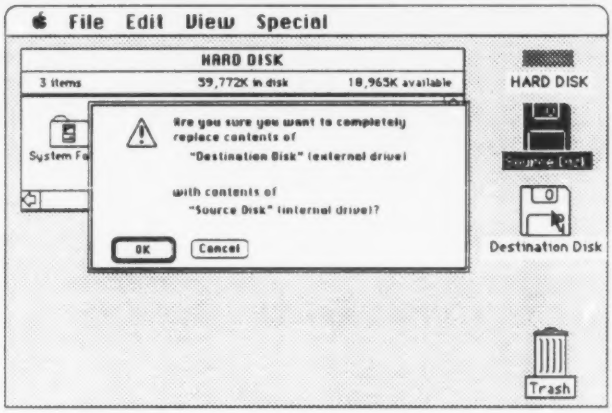
The destination disk is mounted.

3. Drag the icon of the source disk over the icon of the destination disk.



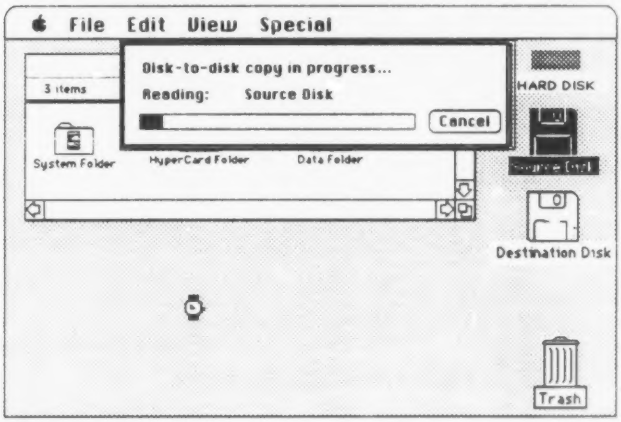
Drag the source disk on top of the destination disk.

4. Verify that you want the contents of the source disk to replace everything on the destination disk by clicking on the "OK" button.



Verify that the copy procedure should begin.

5. The Disk-to-Disk copy procedure will begin.

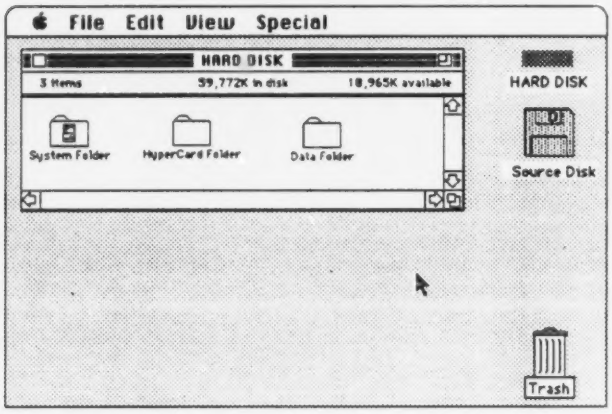


The Disk-to-Disk copy procedure is underway.

Copying with One Disk Drive

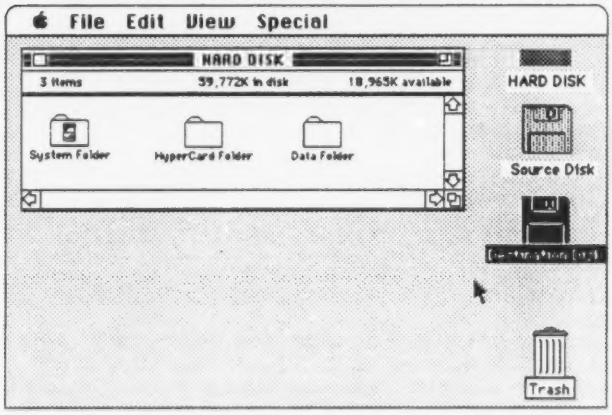
1. Insert the source disk into the disk drive.

2. Eject the source disk by using one of the methods for ejecting a disk that leaves a ghost image of its icon on the screen.



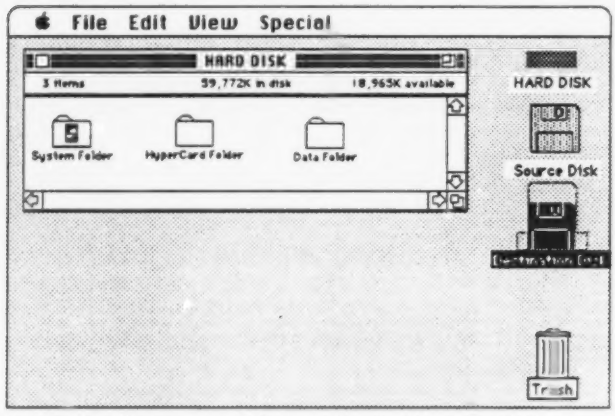
The source disk is mounted, but it is not in the drive.

3. Insert in the destination disk.



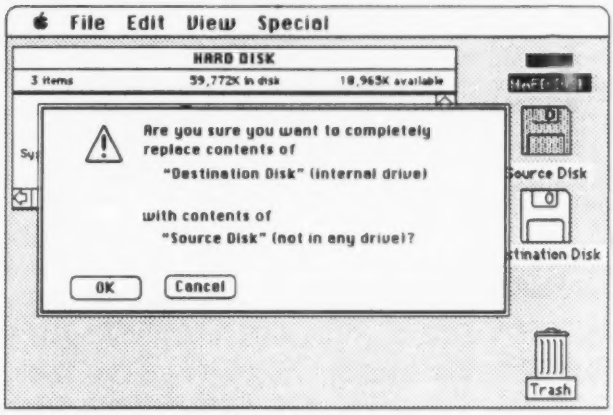
The destination disk is mounted and in the drive.

4. Drag the icon of the source disk over the icon of the destination disk.



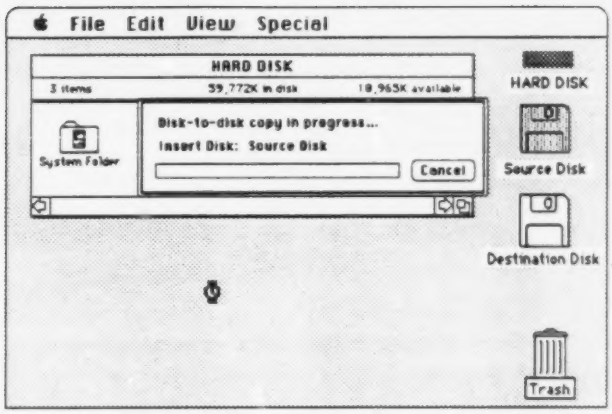
Dragging the source disk over the destination disk.

5. Verify that the copy procedure should begin.



Verify that the copy should take place.

6. Follow the on-screen prompts when you are asked to insert a certain disk into the disk drive.



The copy procedure is requesting the source disk at this time.

Copying with One Disk Drive and a Hard Disk

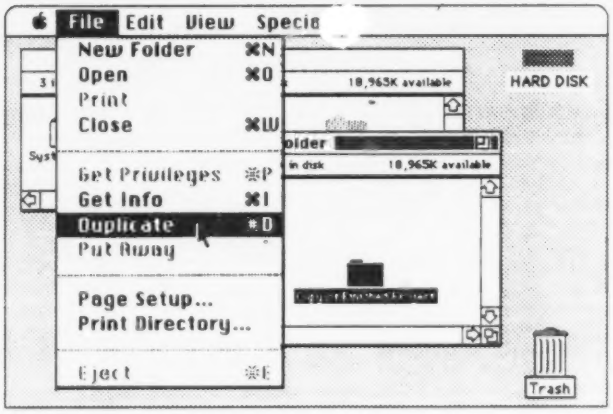
1. Insert the source disk into the disk drive.
2. Copy all the items from the disk onto the hard disk.
3. Eject the source disk.
4. Insert the destination disk.
5. Copy all of the copied items from the hard disk onto the destination disk.

Being able to copy your data is a very important task to master. In order for the data to be copied onto another computer, it most likely will have to be placed on a floppy disk temporarily and then placed from the disk onto the new computer. Copying a disk by moving its icon over another disk's icon starts the disk-to-disk copy procedure. This procedure totally destroys all of the existing data on the destination disk. Be sure that no important data exists on the destination disk. If you only need a few items from a disk, use one of the previous techniques for copying files from the section on "Copying Files or Folders to a Different Disk."

Duplicating a File or a Folder

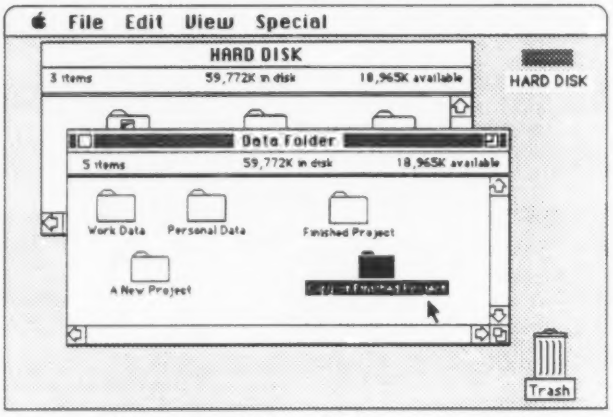
Choosing the Command from the Menu

1. Click on a file or folder icon to select it.
2. Choose **Duplicate** from the **File** menu.



Choosing the Duplicate command.

3. An exact duplicate of the file or folder will be placed onto the disk.



An copy of the original file or folder will be saved onto the disk.

Using the Keyboard Shortcut

1. Click on a file or folder icon to select it.
2. Hold down the Command key and press the D key.
3. An exact duplicate of the file or folder will be placed onto the disk.

Backing-Up Your Data

Making Sure Your Data is Safe

1. Use one of the copy techniques explained earlier to place your data onto another disk.

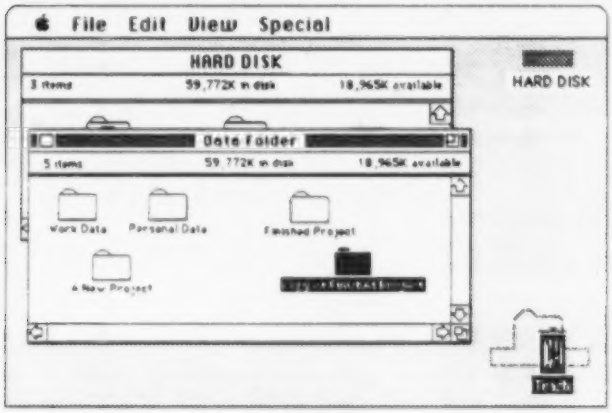
A "disk crash" simply means that some problem has occurred on your disk that makes it impossible for you to access your data. You never know when one of your data disks or possibly your hard disk is going to "crash" and destroy your data. Keep your backups current. A large project should be backed up daily or half-daily. Items that are nice to save, but that are not critical do not need to be backed up as often. Only data that has changed since the last backup needs to be copied to your backup disks. You may wish to use a commercial backup program, however, those packages tend to backup more information than you really need.

Deleting Files or Folders from a Disk

Dragging Icons to the Trash Can

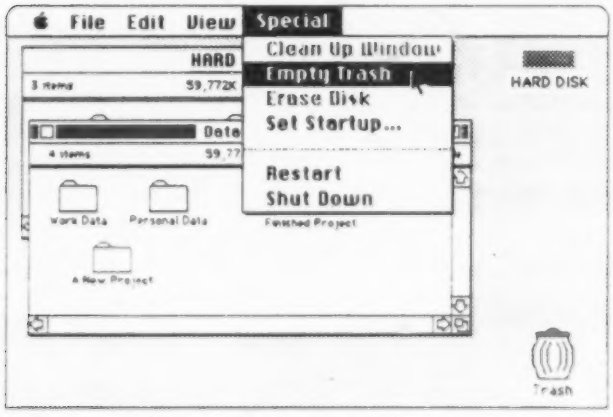
1. In the Finder, move any windows so that the Trash Can icon is visible.

2. Drag the file or folder's icon that you wish to delete over the Trash Can icon.



Dragging a folder to the trash can.

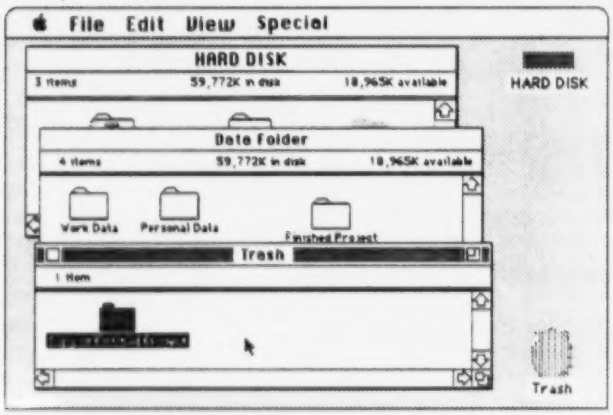
3. Choose the command **Empty Trash** from the **Special** menu. Once this command has been selected, the items in the trash will be deleted.



Choosing the Empty Trash command.

Removing Items From the Trash

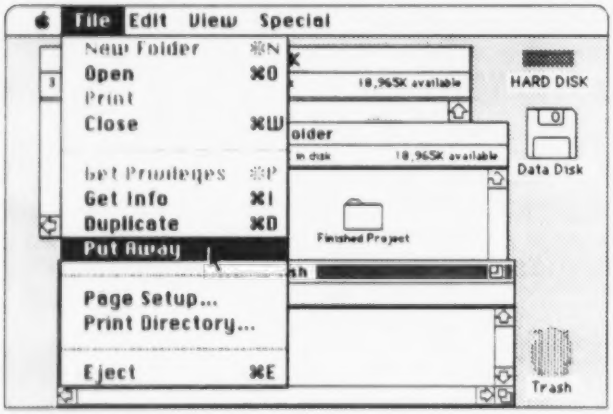
1. Newer Macintosh systems indicate that items are in the trash by displaying a bulging trash can. The only way to tell if something is in the trash on an older Macintosh system is to open the trash can window. Open the trash can window by double-clicking on the Trash icon.



The trash can window is open with one item in it.

2. Select the icon of the item to be removed from the trash.

3. Choose **Put Away** from the **File** menu or drag the icon out of the trash can window.



Choosing the Put Away command.

4. Close the trash can window.

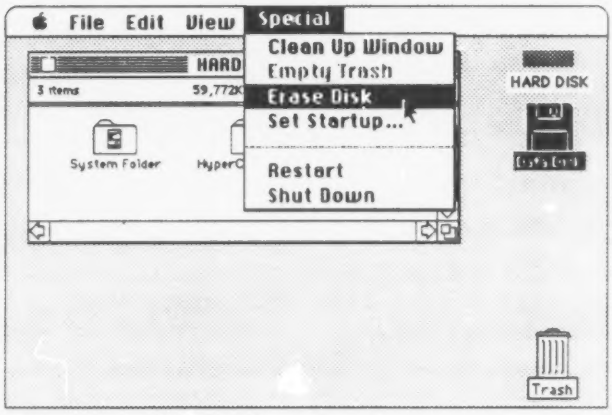
Deleting files and folders is as easy a picking them up and putting them in the trash. Just as if you have an actual trash can next to your desk, you are able to take items out of the trash and place them back onto your desktop. Choosing the Empty Trash command permanently erases the file from your disk similarly to when the janitor removes the trash from your office. You are never really sure of the exact time that your office trash can will be picked up and emptied. This is the same for the Macintosh, as it will choose the Empty Trash command at certain times, so only leave things in the trash that you really want to be deleted. You may not have a second chance to remove an item from the trash.

Erasing a Disk

Choosing the Command from the Menu

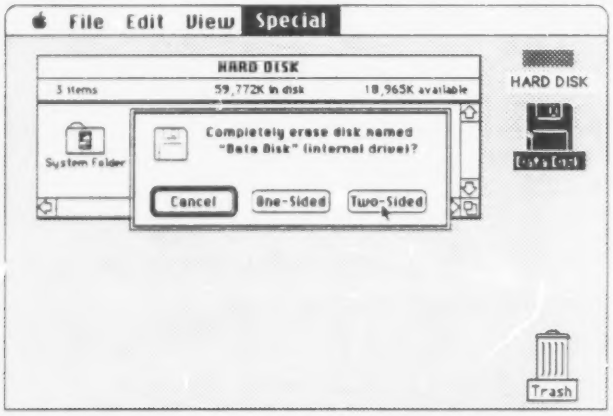
1. Click on a disk's icon to select it.

2. Choose **Erase Disk** from the **Special** menu.



Choosing the Erase Disk command.

3. Choose either one-sided to format a 400K disk or two-sided to format an 800K disk. If you are using High Density disks in a newer Macintosh computer, choose the "Initialize" button that will appear in this window.



Click the Two-Sided button to format an 800K disk.

4. The disk will be completely erased.

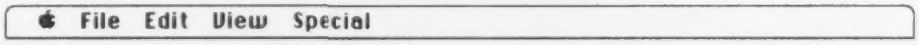
Clearing All of the Items from the Disk

1. Open the disk's window.
2. Drag all of the icons to the trash.
3. Choose **Empty Trash** from the **Special** menu.

Erasing a disk using the first procedure will reinitialize your disk as if it was a new disk. Reinitializing a disk takes longer than just dragging the icons to the trash can. However, this procedure should be used to erase confidential data, as many of today's disk utility packages are able to retrieve files that have just been deleted using the "drag the icon to the trash" method. Be advised that some utility packages can even retrieve data from disks that have been reinitialized.

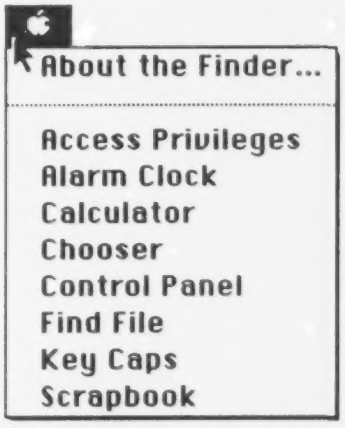
Under the Apple Menu

The first menu in the menu bar is labeled with the Apple (🍎) symbol. This is called the Apple menu.



The Apple menu is the first menu in the menu bar that is labeled with the 🍎 symbol.

The 🍎 menu contains the **About...** command and a group of programs called desk accessories. Your 🍎 menu may look different than this example.



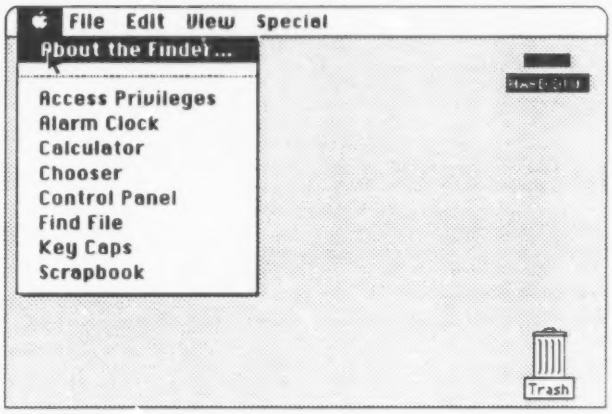
The Apple menu contains the About... command and the desk accessories.

The **About**... command tells you which program is currently running on the Macintosh. Choosing this command will usually give you information about the author and/or copyright of the program. The rest of the menu contains a list of the current desk accessory programs that are located on your computer. The following pages discuss the Apple menu in greater detail.

Finding Out About a Program

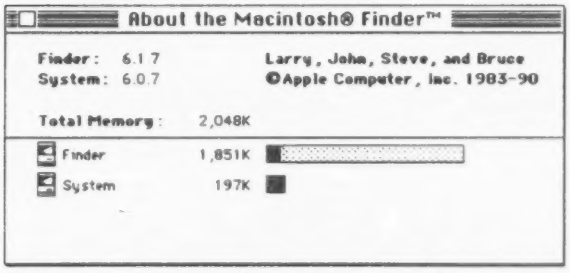
Choosing the Command from the Menu

1. Choose **About...** from the menu.



The About... command is located in the Apple menu.

2. A window should appear with information describing the program that is currently running.



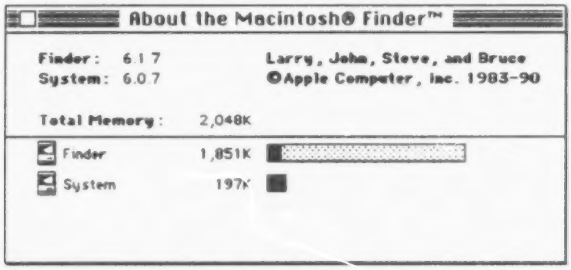
The Finder program displays an About box that describes some important information about the Macintosh.

Usually the first command in the menu tells you information about the program you are running. The types of information varies from application to application. Normally the version number of the program, the author's name of the program and a copyright notice are included in the window that appears. In the Finder, the command is **About the Finder....** In an application the command should read **About <Name of Program>...** (While running the MacPaint application, the first command of the menu is **About MacPaint...**).

Determining Your System and Finder Version Numbers

Determining the System and Finder Version Numbers

1. In the Finder, choose **About the Finder...** from the menu.



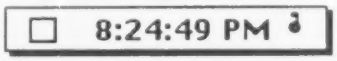
The first two items in the Finder's About window tells the version numbers of the System and Finder files.

The first item in the menu should tell you some information about the program that you are currently running. Since the Finder is a program that the system runs in order to control its operating system language, you will find the version number information in the dialog box that appears, when this command is chosen. Since these two items are the main controlling files on the Macintosh, it is a good idea to know what version you are currently running. You may need to update these files in the future. Some application packages will not function correctly with certain versions of the System and Finder files.

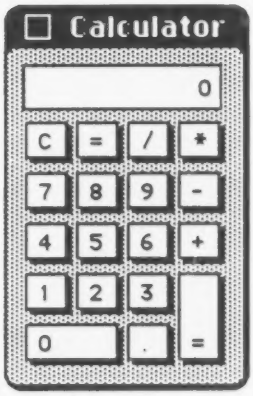
What is a Desk Accessory (DA)?

Desk Accessories, sometimes referred to as DA's, are programs that are put into the System file of the Macintosh. These programs are able to run when another application program is also running. For instance, you are able to use the Calculator when you need to perform a math calculation while you are working in a word processor.

The standard desk accessories that are shipped with the Macintosh computer are detailed in this guide. Your computer system may have additional desk accessories already installed in the menu. There are many additional desk accessories that may be purchased and added to your menu. The following are two of the common desk accessories that are shipped with each new Macintosh computer.



Alarm Clock

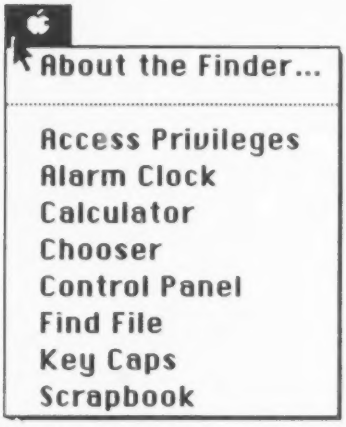


Calculator

Starting a Desk Accessory

Opening a Desk Accessory's Window

1. Choose the Desk Accessory's name from the menu.



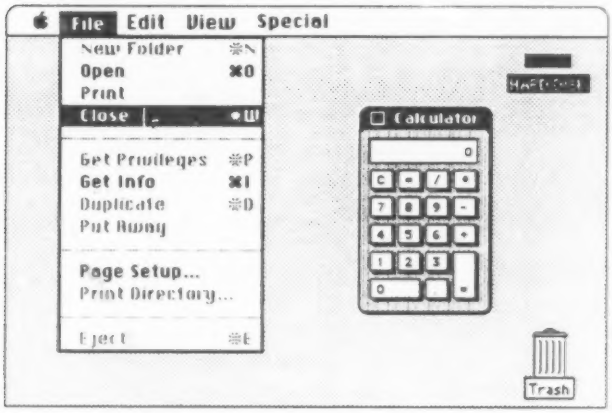
The Apple menu contains the About... command and a list of desk accessories.

A desk accessory may be started at any time while the Macintosh is running. This allows them to display their windows on the screen even if another program is currently running. A desk accessory's window should behave like any other window that can be displayed on the screen. This means that you can move it around the screen, activate the window if it is inactive, or close the window.

Quitting a Desk Accessory

Choosing the Command from the Menu

1. Make sure the desk accessory's window is active.
2. Choose **Close** from the **File** menu.



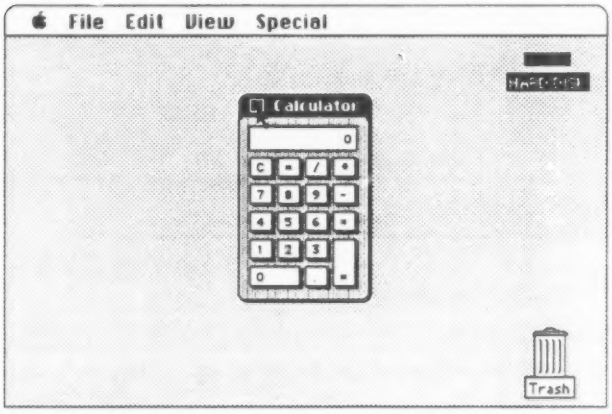
Choose the Close command to quit from a desk accessory.

Using the Keyboard Shortcut

1. Make sure the desk accessory's window is active.
2. Hold the Command key down and press the W key. Note: The keyboard short-cut may not be available in all Desk Accessories.

Clicking the Close Box

1. Make sure the desk accessory's window is active.
2. Click the mouse button in the desk accessory window's close box.

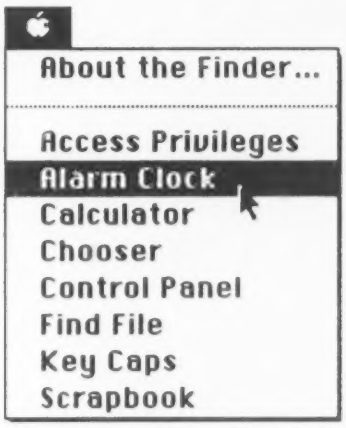


Most desk accessory windows contain a close box.

Opening the Alarm Clock Desk Accessory

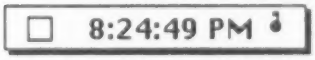
Choosing the Command from the Menu

1. Choose **Alarm Clock** from the menu.



Choosing the Alarm Clock Desk Accessory from the menu.

2. A window that contains the Macintosh's current time will appear.



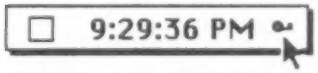
The Alarm Clock window displays the current time that is set on the computer.

The Alarm Clock desk accessory provides you with a window that displays the time of day in hours, minutes, and seconds. Since it is a window, other windows that are opened or activated may overlap the Alarm Clock window. You may wish to move it to a part of the screen where it will not be in the way.

Setting the Alarm Clock to Ring at a Certain Time

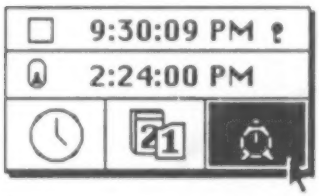
Setting the Alarm

1. Open the Alarm Clock Desk Accessory.
2. Click on the lever on the right side of the Alarm Clock window to open two additional bottom panels to the Alarm Clock window.



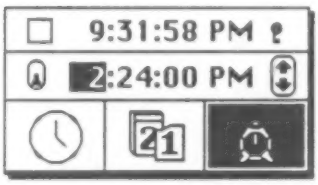
Click the lever on the right side of the Alarm Clock window.

3. Click on the Alarm Clock icon to select the alarm function.



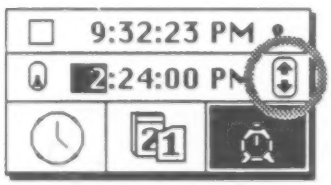
Click on the alarm icon in the bottom panel.

4. Click on the hours, minutes, or seconds in the middle panel to select which numbers you desire to change.



Click on the hour digits to select the hour value.

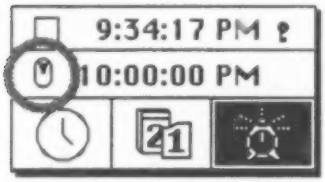
5. Click the up or down arrows to change the numbers or just type the desired number on the keyboard.



Use the up or down arrows to change the time that the alarm will sound.

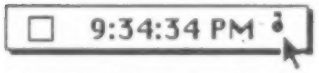
6. Continue steps 4 and 5 until the alarm time is set.

7. Click on the set/unset button at the left side of the Alarm Clock window to activate the alarm.



The set/unset button will activate the alarm.

8. Click on the lever to close the bottom panels of the Alarm Clock window.



Close the bottom panels of the Alarm Clock window to tidy up the window.

9. The alarm will sound at the specified time.

If the Alarm Clock has been activated, it will ring at a specific time determined by the Macintosh's internal clock. The Macintosh speaker will beep only once when the alarm rings. The Apple icon at the top of the menu will turn into a flashing alarm clock icon to further indicate that the alarm went off.

A flashing alarm icon appears in the menu bar.

If the Macintosh's sound has been set to zero, no sound will be heard, but the entire menu bar will flash to indicate that the alarm has sounded. A flashing alarm clock icon in the menu bar when you start up the Macintosh indicates that the alarm had gone off while the machine was turned off. To remove the flashing alarm clock icon, click on the set/unset button to deactivate the alarm clock. (See the next section "Turning the Alarm Off" on page 86.)

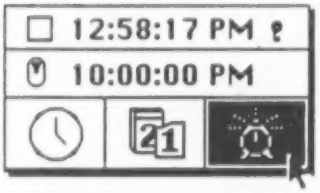
Turning the Alarm Off

Deactivating the Alarm

1. Open the Alarm Clock Desk Accessory.
2. Click on the lever on the right side of the Alarm Clock window to open two additional bottom panels to the Alarm Clock window.

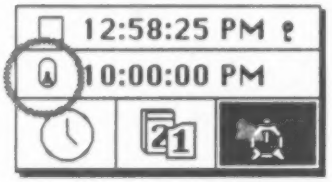
Click the lever on the right side of the window.

3. Click on the Alarm Clock icon to select the alarm function.



Click on the alarm icon in the bottom panel.

4. Click on the set/unset button at the left side of the Alarm Clock window to deactivate the alarm.



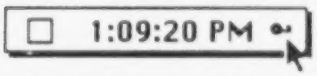
The set/unset button will deactivate the alarm when it is in the down position.

When the alarm sounds, a flashing alarm clock will appear over the top of the in the menu bar. Deactivate the alarm to remove the flashing alarm clock from the menu bar. The alarm may be deactivated at any time, even if the alarm has not gone off yet.

Setting the Macintosh Clock's Time Using the Alarm Clock Desk Accessory

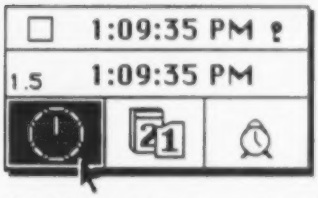
Setting the Time

1. Open the Alarm Clock Desk Accessory.
2. Click on the lever on the right side of the Alarm Clock window to open two additional bottom panels to the Alarm Clock window.



Click the lever on the right side of the window.

3. Click on the Time icon to select the time function.

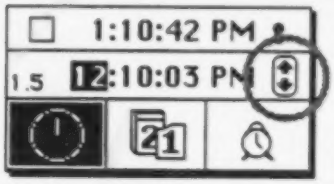


Click on the Time icon in the bottom panel.

4. Click on the hours, minutes or seconds in the middle panel to select which numbers you desire to change.

Click on the hour digits to select the hour value.

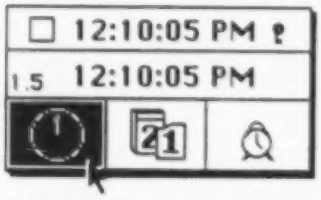
5. Click the up or down arrows to change the numbers or just type the desired number on the keyboard.



Use the up or down arrows to change the time.

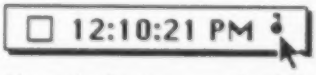
6. Continue steps 4 and 5 until the time is set.

7. Click on the Time icon to change the current time.



Click the Time icon to change the time.

8. Click on the lever to close the bottom panels of the Alarm Clock window.



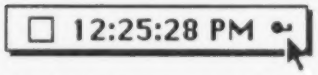
Close the bottom panels of the Alarm Clock window to tidy up the screen.

The Macintosh keeps a clock running continuously even when the power is off. You may need to set the time when you first purchase your Macintosh Computer, when your battery no longer functions, or when you travel across time zones. A Macintosh Plus contains a battery that you should change once every two years. Newer Macintosh Computers contain a battery that should last longer than 5 years. This battery must be replaced by an Apple Computer, Inc. authorized technician. If you notice that your clock is not keeping the time when the power is off, it is most likely time to change the battery.

Setting the Macintosh Clock's Date Using the Alarm Clock Desk Accessory

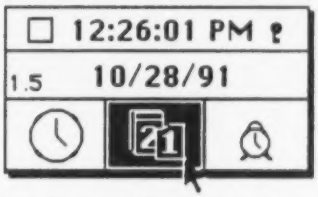
Setting the Date

1. Open the Alarm Clock Desk Accessory.
2. Click on the lever on the right side of the Alarm Clock window to open two additional bottom panels to the Alarm Clock window.



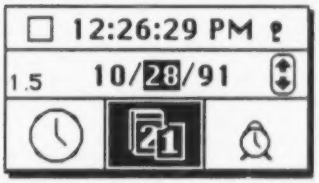
Click the lever on the right side of the window.

3. Click on the Date icon to select the date function.



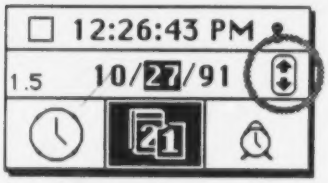
Click on the Date icon in the bottom panel.

4. Click on the month, day, or year in the middle panel to select which numbers you desire to change.



Click on the day digits to select the day value.

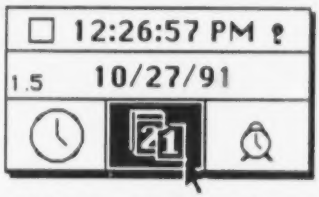
5. Click the up or down arrows to change the numbers or just type the desired number on the keyboard.



Use the up or down arrows to change the date.

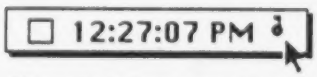
6. Continue steps 4 and 5 until the date is set.

7. Click on the Date icon to change the current date.



Click the Date icon to change the date.

8. Click on the lever to close the bottom panels of the Alarm Clock window.



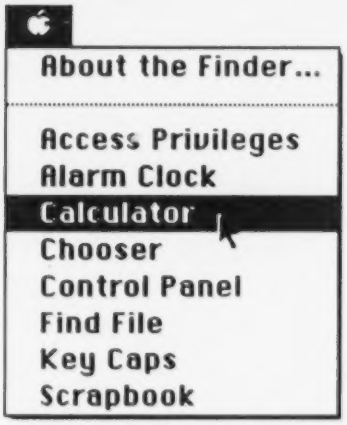
Close the bottom panels of the Alarm Clock window to tidy up the screen.

The Macintosh keeps a clock running continuously even when the power is off. You may need to set the date when you first purchase your Macintosh Computer, when your battery no longer functions, or when you travel across the International Date Line. A Macintosh Plus contains a battery that you should change once every two years. Newer Macintosh Computers contain a battery that should last longer than 5 years. This battery must be replaced by an Apple Computer, Inc. authorized technician. If you notice that your clock is not keeping the time when the power is off, it is most likely time to change the battery.

Using the Calculator Desk Accessory

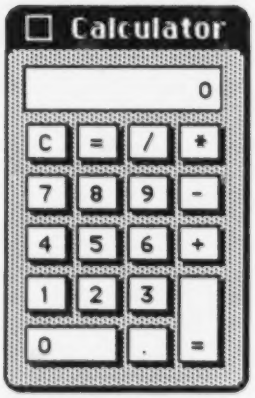
Opening the Calculator Desk Accessory

1. Choose **Calculator** from the menu.



Choosing the Calculator Desk Accessory from the menu.

2. The Calculator window will appear.



The Calculator Window.

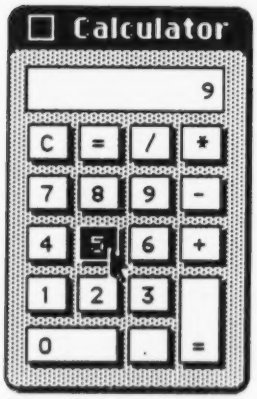
Using the Calculator

1. Open the Calculator Desk Accessory

2. Clear the calculator by pressing the Clear key on the keypad or click on the C key in the Calculator window.

Clear the calculator by pressing the "clear" key.

3. Use the keypad or the number keys to type the values desired. The mouse may be used to choose the desired digits by clicking on the digits instead of typing them.



Enter the values using the number keys on the keyboard or click on the buttons with the mouse.

4. Use the (+) for addition, the (-) sign for subtraction, the (*) for multiplication and the (/) for division. You may use the mouse to click the buttons in the calculator window, as well.

5. Press the Equal Sign key to obtain the final answer.

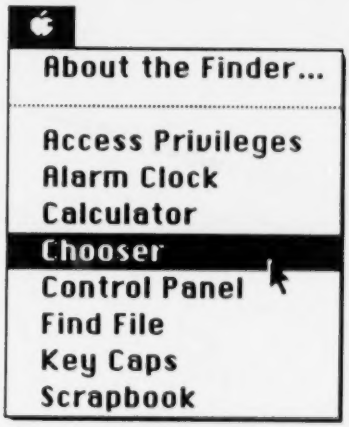
The Equal sign will display the final answer.

With the calculator always available, you don't need to stop in the middle of a word processing document to do minor math calculations. The calculation can even be copied from the calculator and placed directly into your document by using the **Copy** and **Paste** commands from the **Edit** menu.

Using the Chooser Desk Accessory

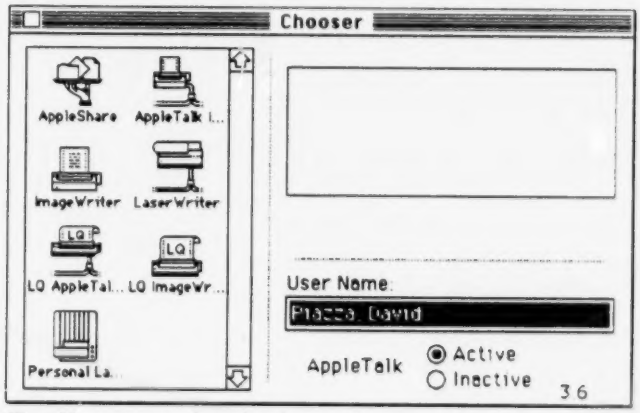
Opening the Chooser Desk Accessory

1. Choose **Chooser** from the menu.



Choosing the Chooser Desk Accessory from the menu.

2. The Chooser window will appear.

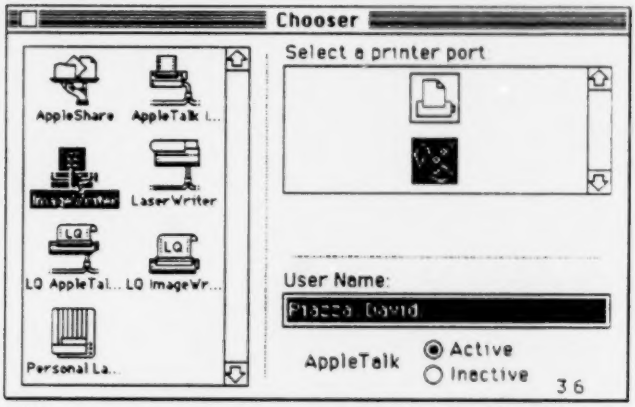


The Chooser window displays printers, and other resources that may be chosen.

Choosing an ImageWriter Printer

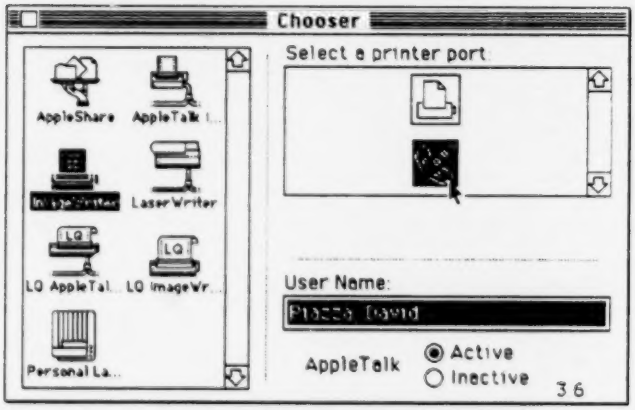
1. Open the Chooser Desk Accessory.

2. Choose the icon from the left side of the chooser for the type of resource you wish to choose. (Click on the ImageWriter icon to select it as your printer.)



Click on the ImageWriter icon in the left panel of the Chooser window.

3. Choose the printer port from the right hand side of the chooser window. This is the port on the back of your Macintosh computer that the printer cable has been hooked up to. An ImageWriter printer may be hooked up to the Modem port (the icon of the phone), if network cables are hooked up the printer port.



Select the modem port, if the ImageWriter printer is hooked up to the modem port on the back of the Macintosh computer.

4. Close the chooser window.

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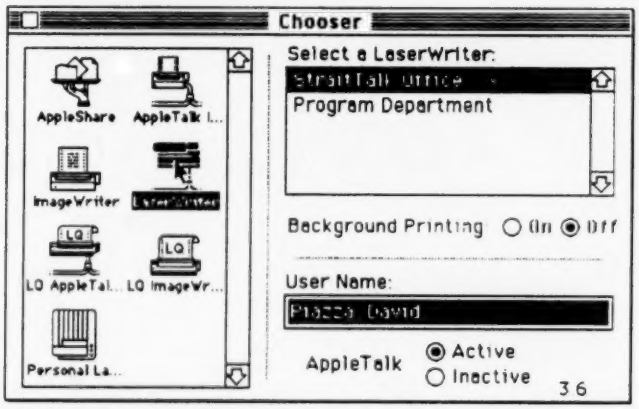
Choosing a LaserWriter Printer

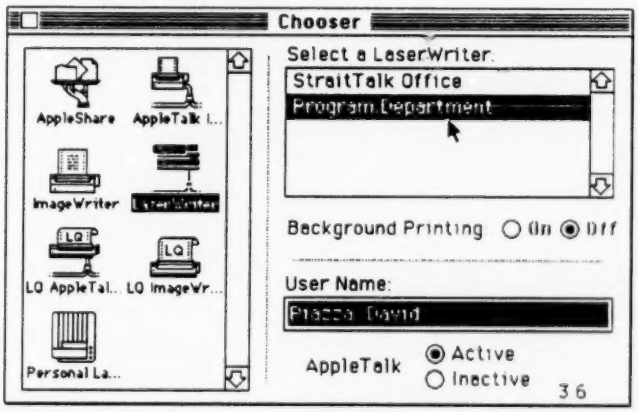
1. Open the Chooser Desk Accessory.

2. Choose the icon from the left side of the chooser for the type of resource you wish to choose. (Click on the LaserWriter icon to select it as your printer.)



Click on the LaserWriter icon in the left panel of the Chooser window.

3. Select the name of the LaserWriter printer from the right hand side of the chooser window.



Click on the name of the LaserWriter printer that is to be used.

4. Close the chooser window.

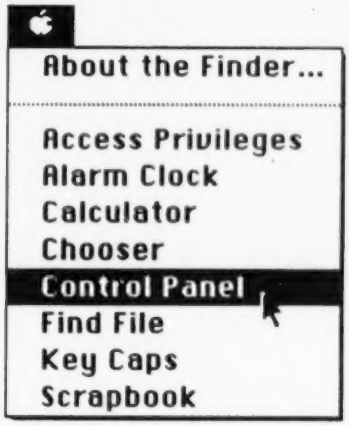
The Macintosh provides a user with the ability to print to several different printers or different types of printers. Other items such as electronic mail systems, file servers, or modems may need to be selected in order for you to gain access to them. The chooser is a convenient way for all users who are hooked up to a network

to gain access to other devices also hooked up to the network. You are able to choose between several laser printers. This comes in handy when one user is printing a big project, as it allows you to select a different printer for your reports to be sent to. This also allows an ImageWriter printer to be hooked up the the modem port of the Macintosh, if network cables are occupying the printer port.

Using the Control Panel Desk Accessory

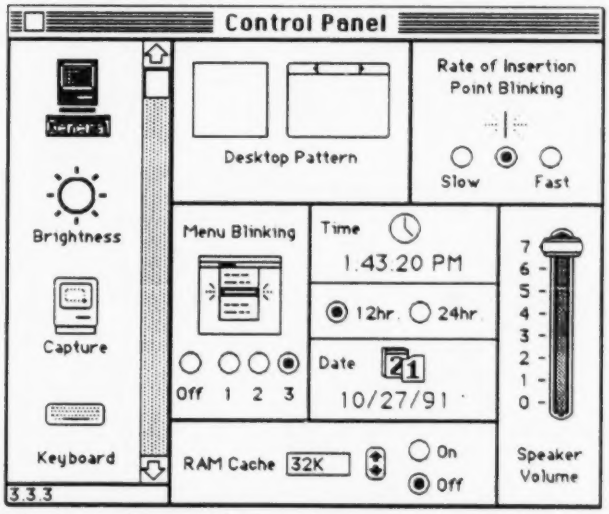
Opening the Control Panel Desk Accessory

1. Choose **Control Panel** from the menu.



Choosing the Control Panel Desk Accessory from the menu.

2. The Control Panel window will appear.



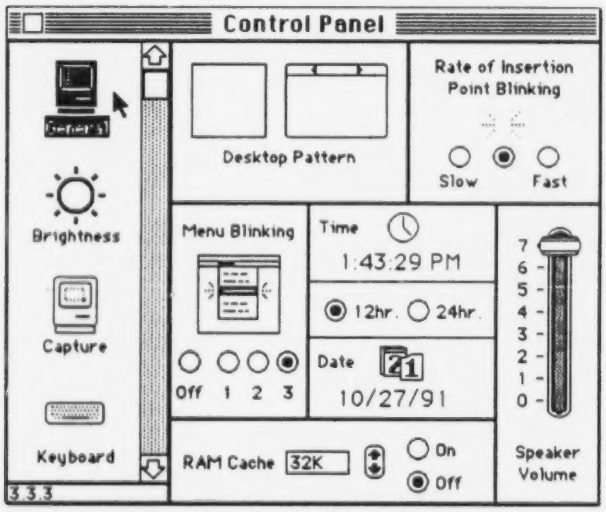
The Control Panel window displays system functions that may be modified to suit user-specific needs.

The Control Panel allows you to customize the Macintosh to meet many of your needs. You are able to set the date and time, change the volume of the speaker, change the desktop pattern, and change information relating to the keyboard or mouse. The Control Panel may be used to change other aspects of your system provided by other companies. For instance, a manufacturer of large screen monitors may allow you to use the control panel to customize their system to meet your needs.

Changing General Functions of the Macintosh

1. Open the Control Panel Desk Accessory.

2. Click on the General icon in the left hand panel.

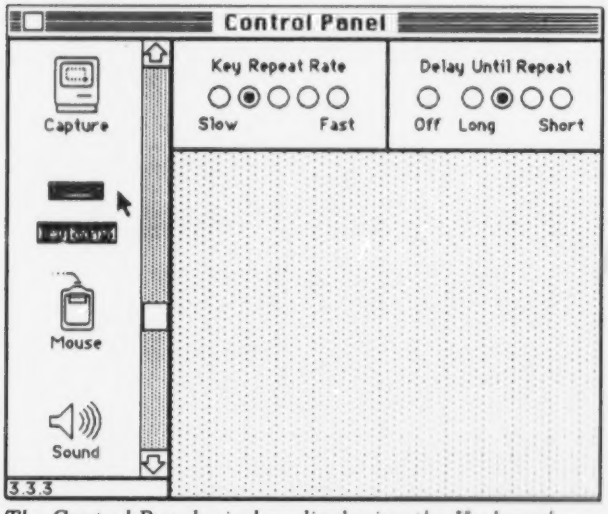


The Control Panel window displaying the General functions that may be changed.

3. Use the mouse and keyboard to change one of the General Functions by modifying the information on the right side of the Control Panel window.

Changing Keyboard Functions

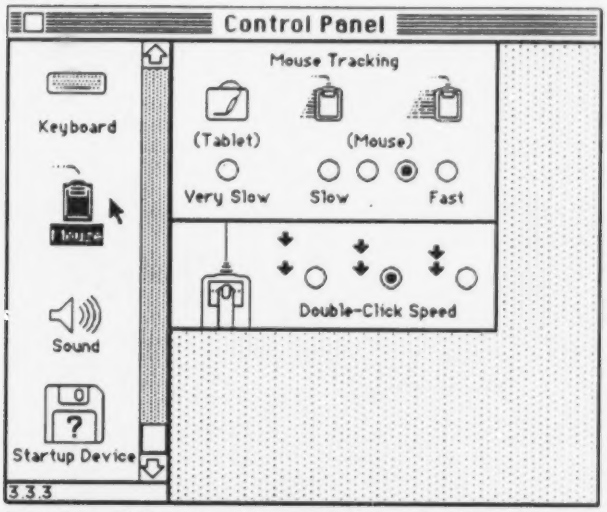
1. Open the Control Panel Desk Accessory.
2. Click on the Keyboard icon in the left hand panel.



The Control Panel window displaying the Keyboard functions that may be changed.

Changing Mouse Functions

1. Open the Control Panel Desk Accessory.
2. Click on the Mouse icon in the left hand panel.



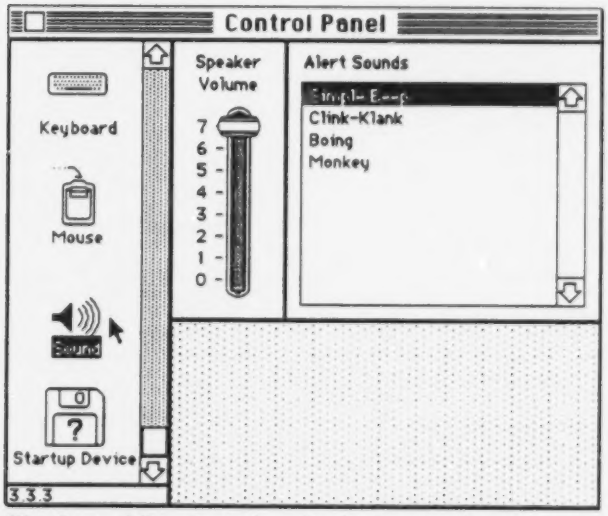
The Control Panel window displaying the Mouse functions that may be changed.

3. Use the mouse to change one of the Mouse Functions by modifying the information on the right side of the Control Panel window.

Changing Sound Functions

1. Open the Control Panel Desk Accessory.

2. Click on the Sound icon in the left hand panel.



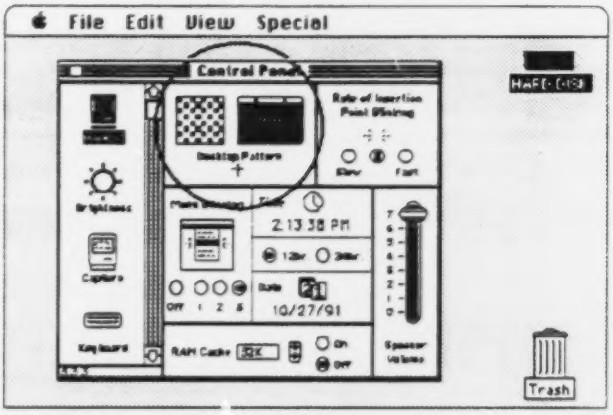
The Control Panel window displaying the Sound functions that may be changed.

3. Use the mouse to change one of the Sound Functions by modifying the information on the right side of the Control Panel window.

Changing the Desktop Pattern

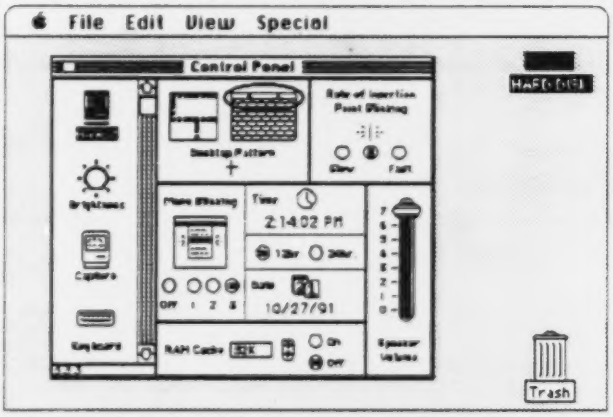
Choosing a New Pattern

1. Open the Control Panel Desk Accessory.
2. Select the General icon.



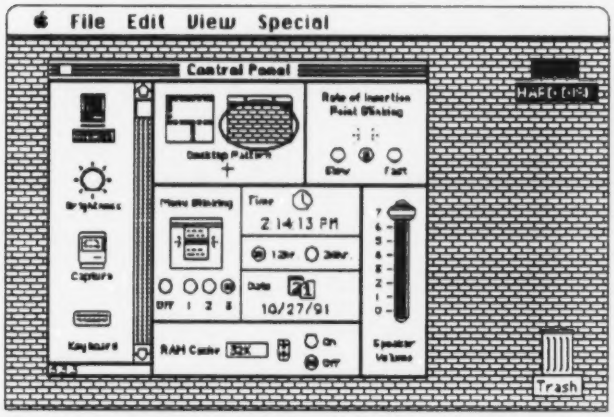
The Desktop Pattern panel displays a miniature Macintosh screen and a square that shows the pattern that will repeat across the desktop.

3. Click on the little left or right arrows above the miniature Macintosh screen until the desired desktop pattern is showing.



Click on the left or right arrows above the miniature Macintosh screen to see the available patterns.

4. Click on the miniature Macintosh screen to compete the change.

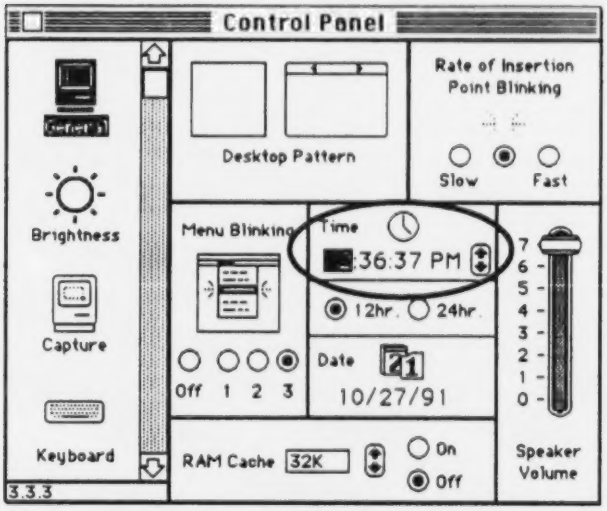


Clicking on the miniature Macintosh screen causes the desktop pattern to change to the current pattern.

Setting the Macintosh Clock's Time Using the Control Panel Desk Accessory

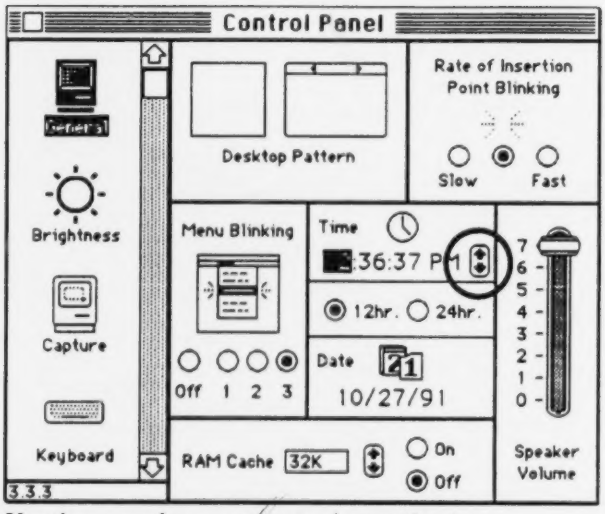
Setting the Time

1. Open the Control Panel Desk Accessory.
2. Select the General icon.
3. Click on the hours, minutes, or seconds in the Time panel to select which numbers you desire to change.



Click on the hour digits to select the hour value.

4. Click the up or down arrows to change the numbers or just type the desired number on the keyboard.



Use the up or down arrows to change the time.

5. Continue steps 3 and 4 until the time is set.

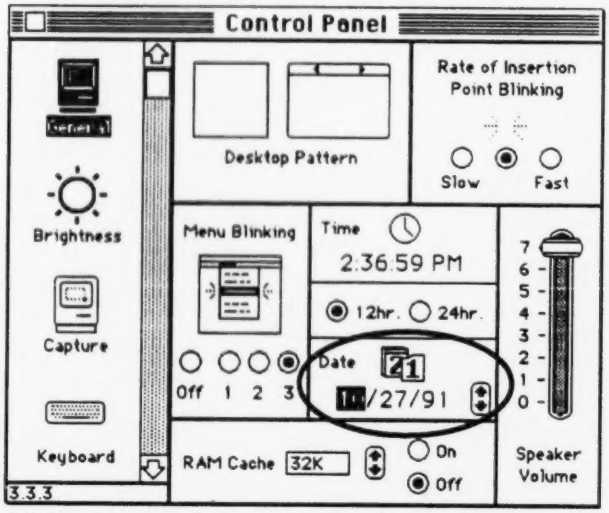
6. Click on the Clock icon to set the new time.

The Macintosh keeps a clock running continuously even when the power is off. You may need to set the time when you first purchase your Macintosh Computer, when your battery no longer functions, or when you travel across time zones. A Macintosh Plus contains a battery that you should change once every two years. Newer Macintosh Computers contain a battery that should last longer than 5 years. This battery must be replaced by an Apple Computer, Inc. authorized technician. If you notice that your clock is not keeping the time when the power is off, it is most likely time to change the battery.

Setting the Macintosh Clock's Date Using the Control Panel Desk Accessory

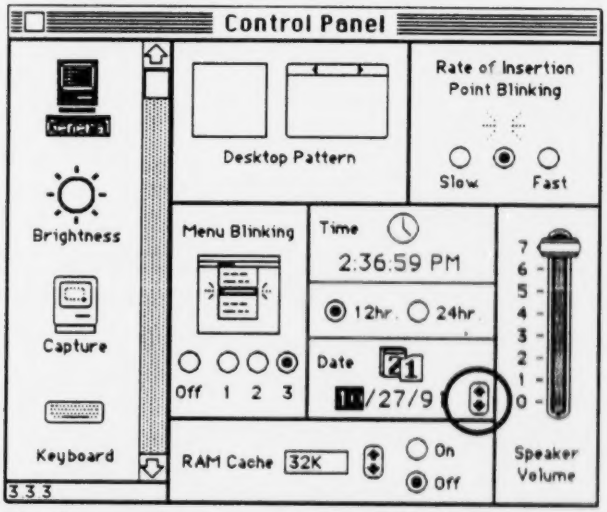
Setting the Date

1. Open the Control Panel Desk Accessory.
2. Select the General icon.
3. Click on the month, day, or year in the Date panel to select which numbers you desire to change.



Click on the month digits to select the month value.

4. Click the up or down arrows to change the numbers or just type the desired number on the keyboard.



Use the up or down arrows to change the date.

5. Continue steps 3 and 4 until the date is set.

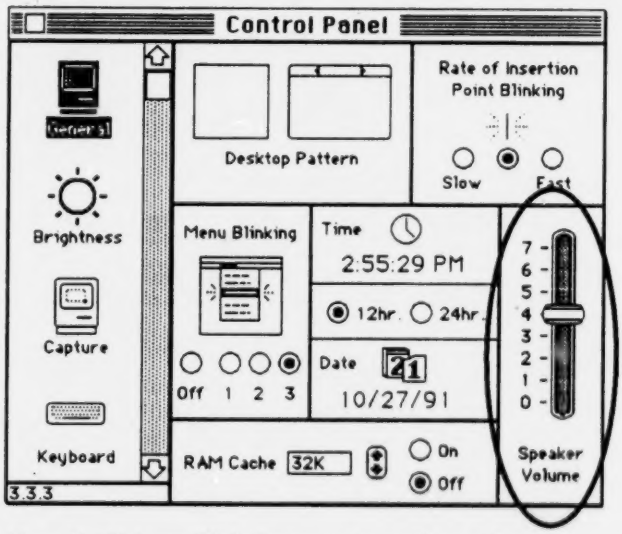
6. Click on the Date icon to set the new date.

The Macintosh keeps a clock running continuously even when the power is off. You may need to set the date when you first purchase your Macintosh Computer, when your battery no longer functions, or when you travel across the International Date Line. A Macintosh Plus contains a battery that you should change once every two years. Newer Macintosh Computers contain a battery that should last longer than five years. This battery must be replaced by an Apple Computer, Inc. authorized technician. If you notice that your clock is not keeping the time when the power is off, it is most likely time to change the battery.

Setting the Speaker Volume Level

Using the General Icon

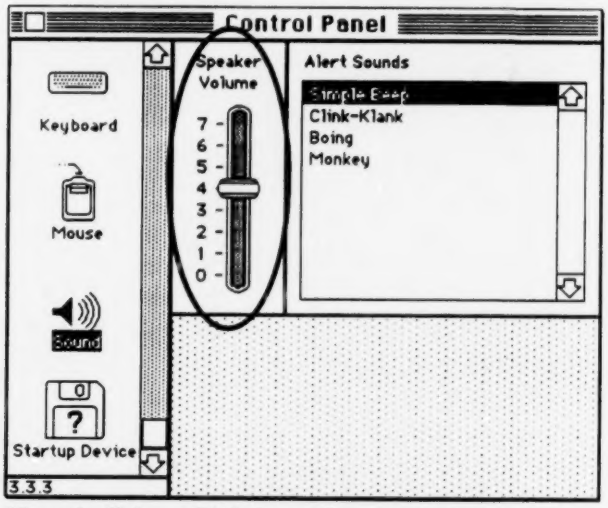
1. Open the Control Panel Desk Accessory.
2. Select the General icon.
3. Move the Volume Slide Lever up or down. Number 7 is the loudest sound that can be produced. A value of zero will cause no sound to be produced from the speaker.



Move the Volume Slide Lever up to produce a louder sound from the Macintosh speaker.

Using the Sound Icon

1. Open the Control Panel Desk Accessory.
2. Select the Sound icon.
3. Move the Volume Slide Lever up or down. Number 7 is the loudest sound that can be produced. A value of zero will cause no sound to be produced from the speaker.



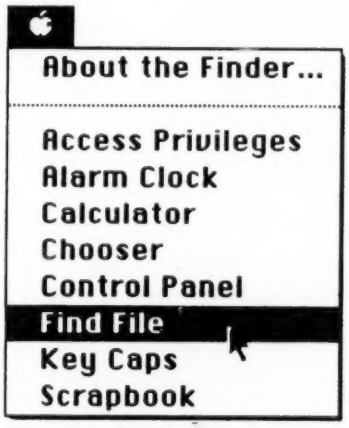
Move the Volume Slide Lever down to produce a quieter sound from the Macintosh speaker.

Programs often use the speaker to communicate with you as you use them. The speaker usually sounds when you have made some sort of mistake. The volume of the speaker on the Macintosh may be adjusted so that what ever sounds are being produced may be heard softer or louder. A setting of zero causes the speaker to produce no sound. The menu bar, however, will flash to indicate that a mistake has occurred.

Using the Find File Desk Accessory

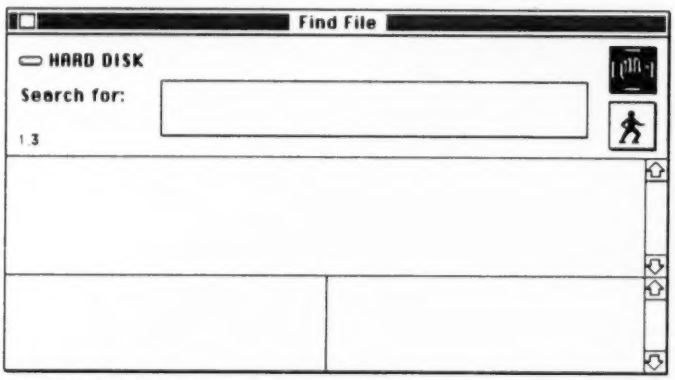
Opening the Find File Desk Accessory

1. Choose **Find File** from the menu.



Choosing the Find File Desk Accessory from the menu.

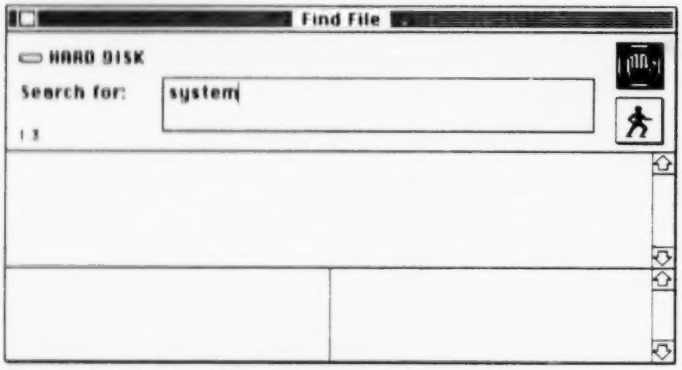
2. The Find File window will appear.



The Find File desk accessory may be used to locate "lost" or "hidden" files.

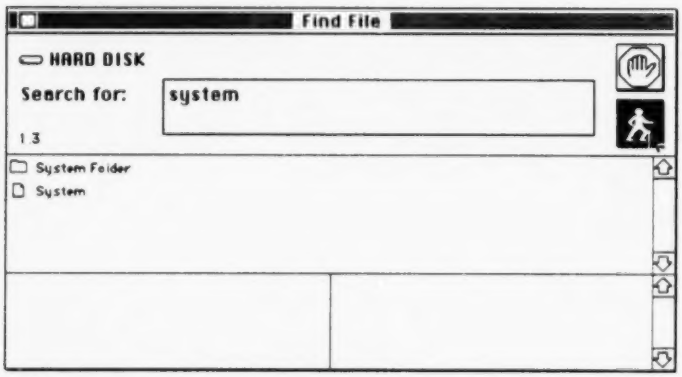
Locating Files on a Disk

1. Open the Find File Desk Accessory.
2. Type in the file name or part of the file name that you want to search for.



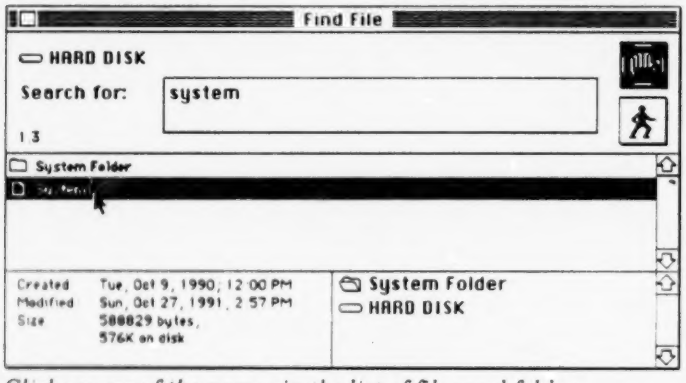
Search for the word "system" to located every file or folder name that contains the word "system."

3. Click on the button that looks like a man walking on the right side of the Find File window.



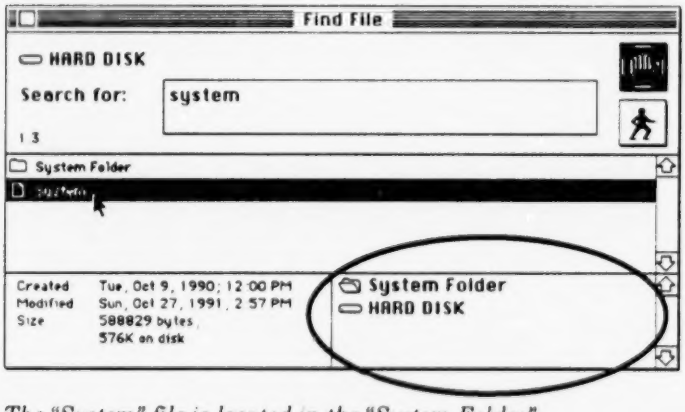
Click on the icon shaped like a man walking to start the search.

4. Click on the name of the file or folder in the middle panel.



Click on one of the names in the list of files and folders.

5. The right hand box of the bottom panel will contain the exact location of the file.



The "System" file is located in the "System Folder" folder which is located on the hard disk named "HARD DISK."

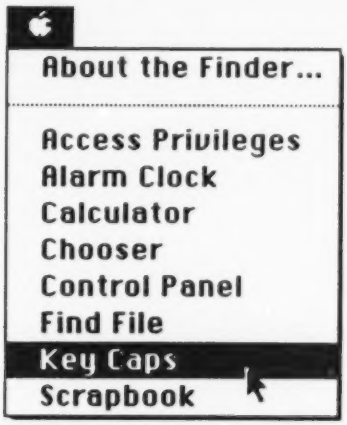
6. Close the Find File window.

As more and more information is put onto a disk, it is easy to place a document into the wrong folder and not be able to find it the next time it is needed. The Find File desk accessory allows you to find the exact location of a file no matter where it is located on your disk. Once you find the location using this desk accessory, you are able to move it to a new location using the usual methods of moving items from one location to another. You are not required to type the entire file name into the "Search for:" box. The Find File desk accessory will continue to search your entire disk until it locates all of the occurrences the character string that you have asked it to search for. The search process may be stopped at any time by clicking on the "Stop Search" icon which looks like a raised hand.

Using the Key Caps Desk Accessory

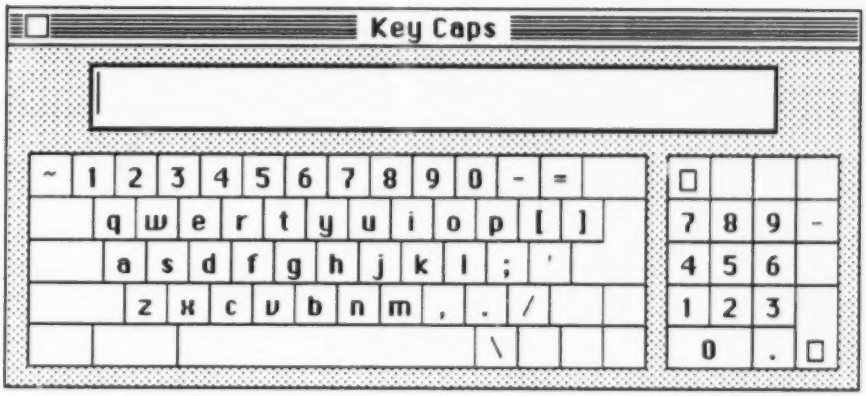
Opening the Key Caps Desk Accessory

1. Choose **Key Caps** from the menu.



Choosing the Key Caps Desk Accessory from the menu.

2. The Key Caps window will appear.

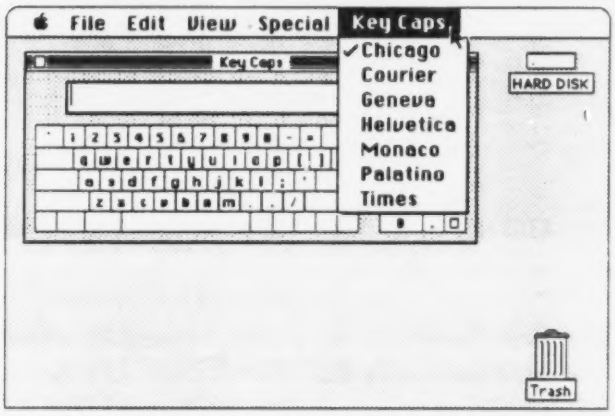


The Key Caps window displays a miniature view of the keyboard showing how the characters will look in a particular font.

Choosing a Different Font

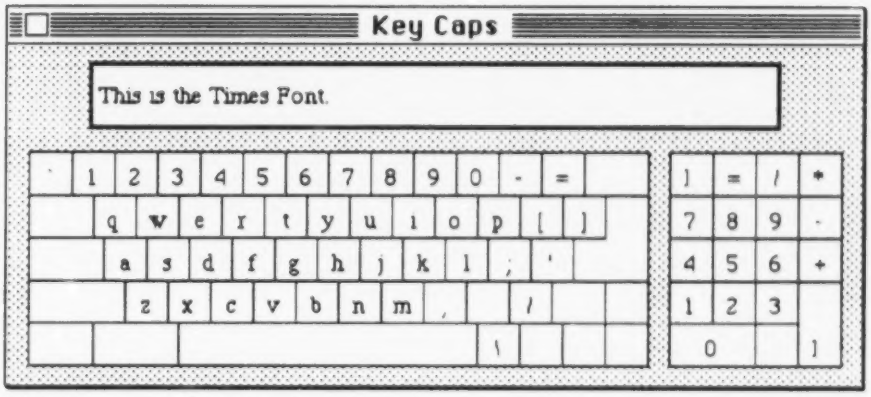
1. Open the Key Caps Desk Accessory.

2. Choose the desired font from the **Key Caps** menu.



A Key Caps menu appears in the menu bar when the Key Caps desk accessory is running. Choose a font from this list.

3. Type to see what the characters will look like in a particular font.

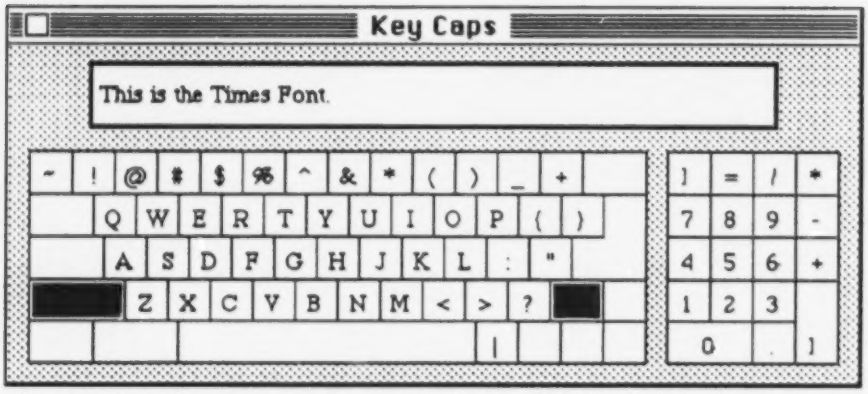


This is an example of the Times font.

4. Close the Key Caps desk accessory.

Displaying the Uppercase Characters

1. Open the Key Caps Desk Accessory.
2. Choose the desired font from the **Key Caps** menu.
3. Hold the Shift key down.

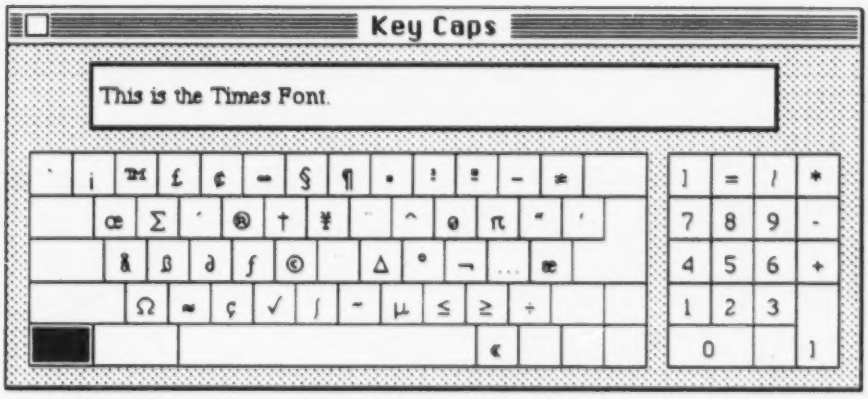


The uppercase characters are displayed when the Shift key is held down.

4. Close the Key Caps desk accessory.

Displaying an Additional Character Set

1. Open the Key Caps Desk Accessory.
2. Choose the desired font from the **Key Caps** menu.
3. Hold the Option key down.

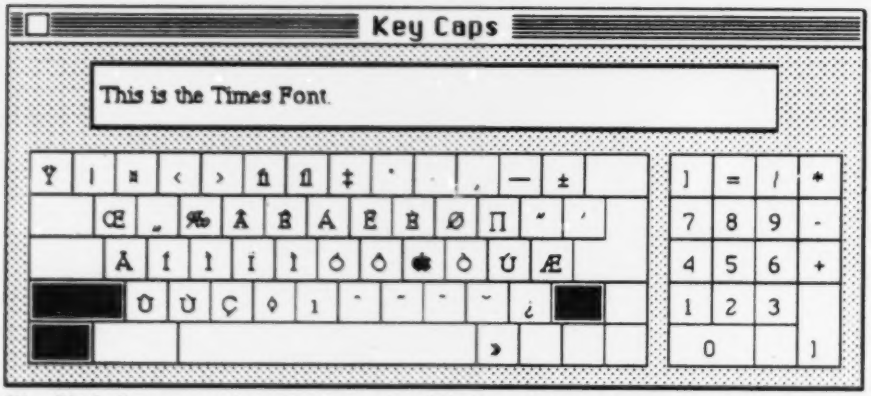


An additional character set is displayed when the Option key is held down.

4. Close the Key Caps desk accessory.

Displaying Yet Another Character Set

1. Open the Key Caps Desk Accessory.
2. Choose the desired font from the **Key Caps** menu.
3. Hold the Shift and Option keys down.



The Shift-Option combination may produce an additional character set.

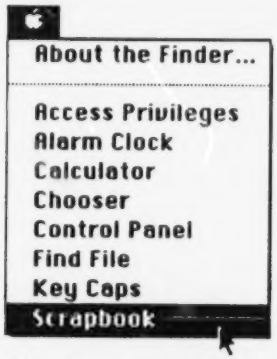
4. Close the Key Caps desk accessory.

The Macintosh is more powerful than a typewriter and is able to produce other letters and symbols than just the ones listed on the keyboard. To find out what symbols are available in a particular font or type style, you will want to use the Key Caps desk accessory. The shift key performs that same function as it does on the typewriter. The option key is similar to a shift key, however, it provides you with another character set. For example you are able to produce a bullet (•) by holding the option key down and pressing the 8 key. The asterisk (*) is still available by using the shift key and pressing the 8 key. Many of the foreign language letters and many mathematics symbols are available using the option key. The Key Caps desk accessory gives you a convenient way to located the desired character while you are in the middle of a word processing document.

Using the Scrapbook Desk Accessory

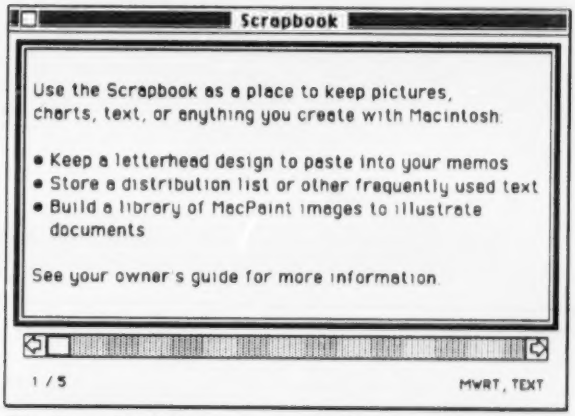
Opening the Scrapbook Desk Accessory

1. Choose **Scrapbook** from the menu.



Choosing the Scrapbook Desk Accessory from the menu.

2. The Scrapbook window will appear.


Scrapbook
Use the Scrapbook as a place to keep pictures, charts, text, or anything you create with Macintosh.
• Keep a letterhead design to paste into your memos
• Store a distribution list or other frequently used text
• Build a library of MacPaint images to illustrate documents
See your owner's guide for more information.
1 / 5
MWRT, TEXT

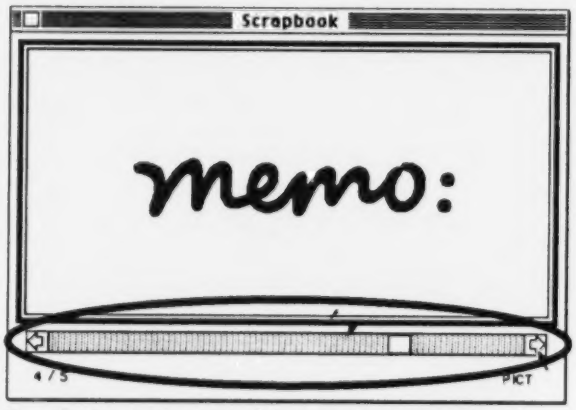
The Scrapbook is a convenient place to store commonly used pieces of information whether the information is text or graphic in nature.

The Scrapbook is a storage location that is readily accessible from any program because it is a desk accessory. The Scrapbook may contain text such as a frequently used address that you may use as a letterhead. Graphic images, such as a company logo, may also be placed in the Scrapbook.

Copying an Image from the Scrapbook

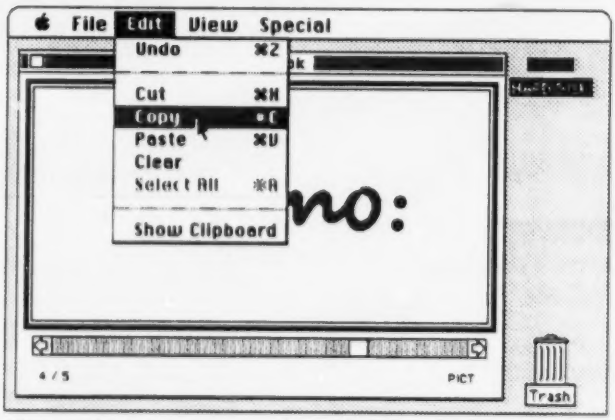
Choosing the Command from the Menu

1. Open the Scrapbook Desk Accessory.
2. Scroll in the Scrapbook until the desired image is being displayed.



Use the horizontal scroll bar to display the correct image.

3. Choose **Copy** from the **Edit** menu.



Choose the Copy command to place the image on the Clipboard.

4. Close the Scrapbook window.

Using the Keyboard Shortcut

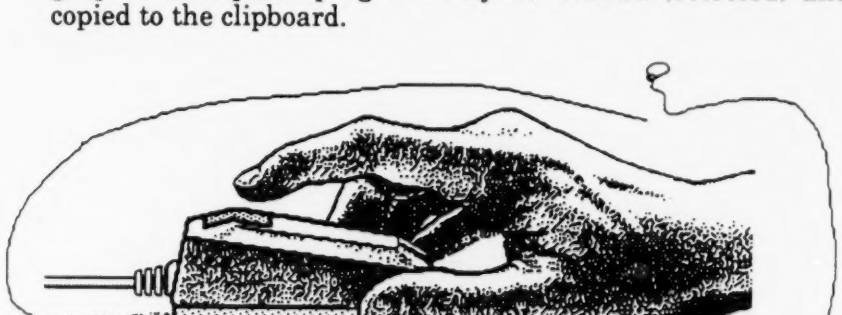
1. Open the Scrapbook Desk Accessory.
2. Scroll in the Scrapbook until the desired image is being displayed.
3. Hold the Command key down and press the C key.
4. Close the Scrapbook window.

One of the strong parts of the Macintosh computer is its ability to transfer data between programs. It accomplishes this task by using an area called the "Clipboard." The Clipboard is not a part of the Scrapbook. It is a special section of the internal processing memory that the Macintosh reserves for cutting or copying and pasting. Only the last thing that you cut or copy will be placed on the Clipboard. This may be a picture, one character of text, a group of characters or any combination of text and graphics. The information on the clipboard may then be placed into a different location of the document that you are working on or into an entirely different document. The Copy command places the image on to the Macintosh Clipboard. The Clipboard's contents may then be pasted into another location such as a word processing document. Follow the procedures required by your program for pasting the information.

Placing Something into the Scrapbook

Choosing the Command from the Menu

1. Copy the information that is to be included in the Scrapbook to the Macintosh Clipboard. Follow the procedures required by your program for copying information to the clipboard. For example, a graphic in a paint program may be lassoed (selected) and then copied to the clipboard.

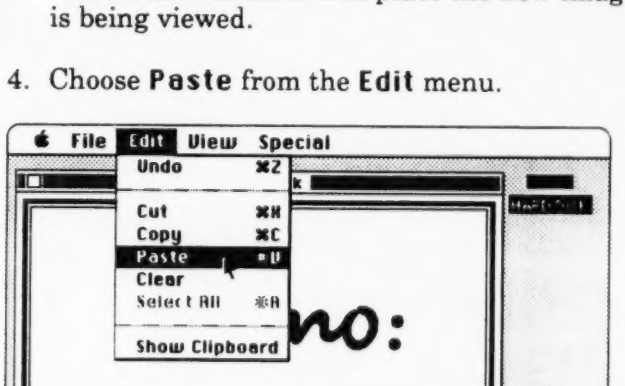


Lasso the image in a paint program. Then choose Copy from the Edit menu to place the image on the Macintosh Clipboard.

2. Open the Scrapbook Desk Accessory.

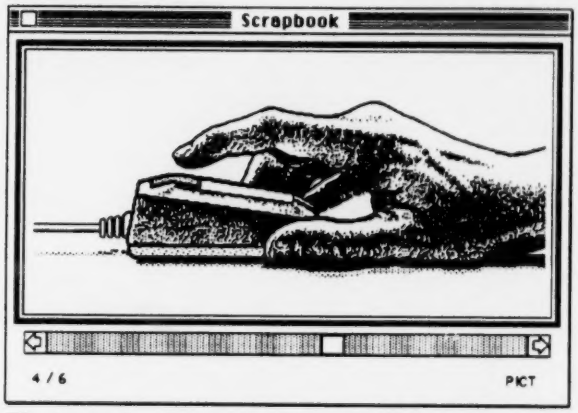
3. Scroll in the Scrapbook until the desired image is being displayed. The Paste command will place the new image before the image that is being viewed.

4. Choose **Paste** from the **Edit** menu.



Use the Paste command to place a Clipboard image into the Scrapbook.

5. The image will be placed into the Scrapbook.



The image has been pasted into the Scrapbook.

6. Close the Scrapbook window.

Using the Keyboard Shortcut

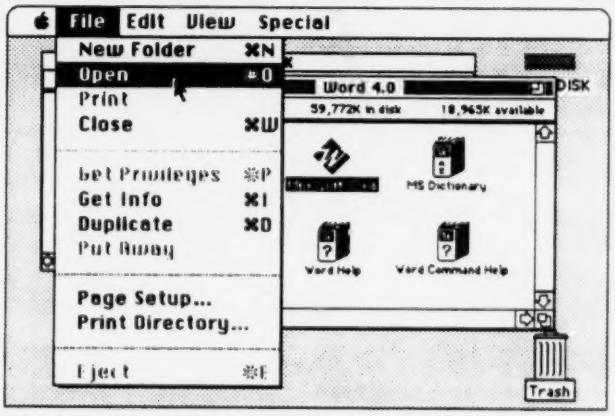
1. Copy the information that is to be included in the Scrapbook to the Macintosh Clipboard. Follow the procedures required by your program for copying information to the clipboard.
2. Open the Scrapbook Desk Accessory.
3. Scroll in the Scrapbook until the desired image is being displayed. The Paste command will place the new image before the image that is being viewed.
4. Hold the Command key down and press the V key.
5. Close the Scrapbook window.

Starting an Application

Choosing the Command from the Menu

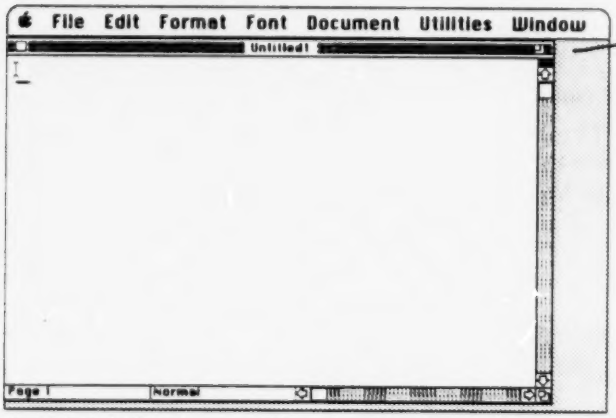
1. Select the icon of the application that you wish to start up.

2. Choose **Open** from the **File** menu.



The Open command may be used to start up an application on the Macintosh.

3. The application will usually display an "Untitled" window for you to begin working with.



An "Untitled" Microsoft Word word processing window ready for use.

Using the Keyboard Shortcut

1. Select the icon of the application that you wish to start up.
2. Hold the Command key down and press the O key.
3. The application will usually display an "Untitled" window for you to begin working with.

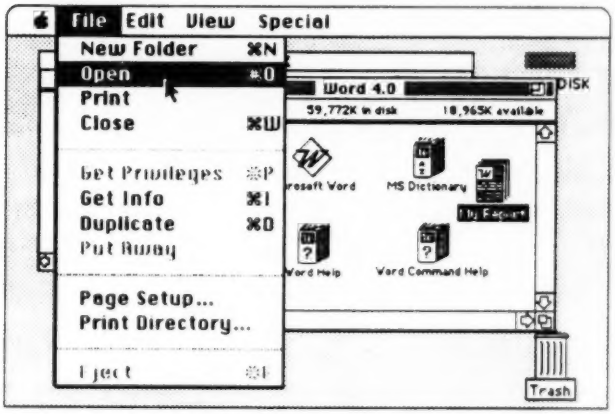
Double-Clicking the Mouse

1. Double-Click on the icon of the application that you wish to start up.
2. The application will usually display an "Untitled" window for you to begin working with.

Opening an Existing Document

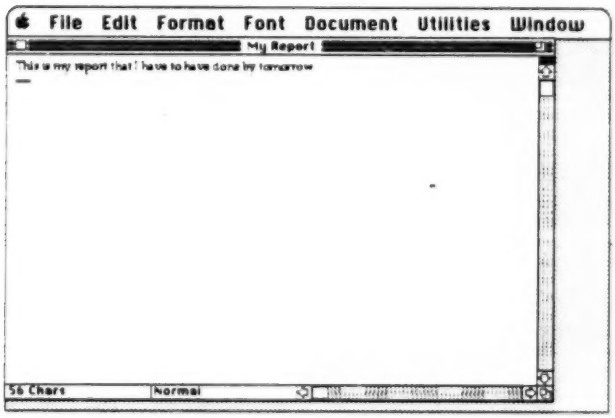
Choosing the Command from the Menu

1. Select the icon of the document that you wish to work with.
2. Choose **Open** from the **File** menu.



Opening a document will cause the application that created the document to start and display the document in a window.

3. The application that created the file will start up and display the document for you to begin working with it.


File Edit Format Font Document Utilities Window
My Report
This is my report that I have to have done by tomorrow
56 Chars
Normal

The document appears in a window ready for editing.

Using the Keyboard Shortcut

1. Select the icon of the document that you wish to work with.
2. Hold the Command key down and press the O key.
3. The application that created the file will start up and display the document for you to begin working with it.

Double-Clicking the Mouse

1. Double-Click on the icon of the document that you wish to work with.
2. The application that created the file will start up and display the document for you to begin working with it.

Glossary

Active Window
The one window on the Macintosh screen that will receive all of the chosen commands. This window is usually displayed on top of other inactive windows. If the window contains a title bar, the title bar will be highlighted.

Application
A computer program that is used to create a specific type of document. A word processor is an application that creates text documents. A graphics program is an application that creates picture documents.

Click
The action of pressing the mouse button down and releasing it. The action is usually done quickly.

Clipboard
A temporary storage area on the Macintosh that keeps the information that was last copied or cut into it.

Close Box
A small square box in the top left corner of a window that is used to remove the window from the screen.

Command Key
A key on a Macintosh keyboard that is used together with another key on the keyboard to produce a desired result. The command key is indicated on the keyboard by the clover leaf symbol.

Cursor
The icon on the screen that is moved around the screen by the mouse. The cursor (also called the pointer) may look like an arrow, watch, I-beam, or some other shape.

Desktop
The area of the Macintosh screen that is not part of an open window. The desktop is usually a shade of gray unless it has been changed. Windows and icons may be placed on the desktop.

Desk Accessory
A small computer application that may be used while another application is running. Desk Accessories are listed in the (Apple) menu.

Dialog Box
A window that appears on the screen requesting additional information before a command can be carried out.

Dragging

The action of the mouse in which the mouse button is held down and then the mouse is rolled over the surface of the table until the pointer has moved to a new location of the screen. The mouse button is released only when the pointer has reached the desired spot of the screen.

Double-Click

An action of the mouse in which the mouse button is clicked twice in rapid succession.

Extending a Selection

The ability to add more information to a selection that has already been made. After the initial selection has taken place, hold the shift key down and click the mouse button at the new location to add new information to the original selection.

External Floppy Drive

A floppy disk drive unit that is not built into the Macintosh computer itself. The drive is connected to the back of the computer by a cable. A Macintosh SE computer with two built in floppy drive units will consider the top floppy disk drive to be the external floppy drive.

External Hard Disk

A hard disk drive unit that is not built into the Macintosh computer itself. A cable is used to hook the unit up to the back of the computer.

File

A named collection of information that has been saved onto a disk. A file may be a computer application or it may be a document used by an application.

Finder

The program that begins running when the Macintosh is switched on. It provides a graphical interface between the user and the actual commands that the computer requires in order to function. For example a trash can is displayed while the Finder program is running. Items may be placed into the trash. The Finder program will execute the necessary commands to delete any file that has been placed into the trash can.

Floppy Disk

Any storage disk that is made out of a thin sheet of plastic coated with a special magnetic surface that allows information to be recorded and read from the disk. The 3-1/2 inch floppy disks used on the Macintosh are enclosed in a hard semi-protective case.

Floppy Disk Drive

A mechanical device into which a floppy disk is inserted that allows a computer to read information from the disk and to write information to the disk.

Folder
A subsection of a disk represented by an icon that is shaped like a file folder. Files may be placed into Folders in order to create an electronic filing cabinet out of a disk.

Font
A complete collection of characters that are the same design, size, and style.

Format
The procedure that places certain information onto a disk before it can be used on a particular computer system. Also referred to as initializing a disk.

Hard Disk
A storage disk that is rigid and enclosed permanently into a hard protective case.

Hard Disk Drive
A mechanical device that contains a hard disk that allows a computer to read information from the disk and to write information to the disk.

High Density Disk
A disk that allows a larger amount of information to be placed onto the same area as a lower density disk. A double-sided disk on the Macintosh may contain 800,000 characters of information. A high density disk on the Macintosh may contain 1,400,000 characters of information. The disks look identical as they are both 3-1/2 inch floppy disks. A high density disk will have the letters "HD" printed on the disk.

Highlighting
The physical change that occurs when information is selected. Highlighting usually causes white icons to turn black and black on white text to turn to white on black text.

Inactive Window
A window that is open on the Macintosh screen, but is unable to accept any commands. This window will usually be displayed behind the active window. If the window contains a title bar, the title bar will not be highlighted.

Initialize
The procedure that places certain information onto a disk before it can be used on a particular computer system. Also referred to as formatting a disk.

Insertion Point
The blinking vertical line that is in a text field. It indicates the position that the next typed character will be placed.

Internal Floppy Drive
A floppy disk drive unit that is built into the Macintosh computer itself. A Macintosh SE computer with two built-in floppy drive units will consider the bottom floppy disk drive to be the internal floppy drive.

Internal Hard Disk
A hard disk drive unit that is built into the Macintosh computer itself.

Keypad
The set of number keys located on the right side of the keyboard. that resemble a calculator keypad.

Kilobyte or K
A Kilobyte stands for approximately 1,000 characters of information.

Megabyte or MB
A Megabyte stands for approximately 1,000,000 characters of information.

Menu
A pull down list of commands that is displayed when the mouse button is held down while the arrow pointer is positioned over the menu name in the menu bar.

Menu Bar
The list of available menus located in the white bar across the top of the Macintosh screen.

Mouse
An electronic device attached to a computer that controls the placement of the pointer on the screen. The mouse contains a ball that causes several sensing devices within the unit to determine what direction the pointer should move on the screen and at what speed the pointer should move across the screen.

Mouse Button
A button on the mouse unit that signals the Macintosh that some action should occur at the location of the pointer on the screen.

Network
A collection of computers, printers, and other devices that are connected together by cables. The printers may be used by any of the computers hooked up to the network. Information may be able to be shared between several of the computer systems.

Page Area (Scroll Bar)
The gray area of a scroll bar that indicates that more information is located outside of the boundaries of the window.

Program
A set of commands that have been written in such a way that the computer understands how to proceed through the list. Each command is processed by the computer and causes the computer to function a certain way.

Scroll Arrow
An arrow in the scroll bar that when clicked upon causes the window to display information that lies outside of the boundaries of a window.

Scroll Bar
A control device on the right side or the bottom of a window that allows a window to scroll its contents either up or down, or left or right. The scroll bars allow a window to display information that lies outside of the boundaries of a window.

Scroll Box
The little white box in the page area of a scroll bar which indicates the relative position of the information that is currently being viewed in the window. Also referred to as the Scroll Thumb.

Scroll Thumb
See Scroll Box.

Selecting
The action of choosing a piece of information. Clicking once on an icon selects it. Scrolling across a sentence in a text field, selects the text. Items that have been selected are highlighted.

Shift-Click
The action of holding down on the Shift key while clicking the mouse button. This action extends the current selection.

Size Box
A small square box in the lower right corner of a window that allows the size of a window to be changed.

Startup Disk
A disk that contains a System Folder that will allow the Macintosh to start functioning when the computer is turned on. Also referred to as a System Disk.

SuperDrive
A disk drive unit that will read data from or write data to a high density disk.

Surge Suppressor
An extension cord that contains circuitry that filters out many of the bad power signals that could damage a computer. A computer system should be plugged into a surge suppressor instead of directly into a power outlet.

System Disk
See Startup Disk.

System File
A resource file that contains bits of information required by the Macintosh system in order for the computer to start functioning. This file also contains the fonts and desk accessories that you will be able to use.

Title Bar
The bar across the top of a window that displays the name of the window.

User
A person that operates a piece of computer equipment. You!!

Window
A rectangular part of the Macintosh screen that contains certain information.

Zoom Box
A small square box in the top right corner of a window used to expand the window to fit the entire Macintosh screen size.

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